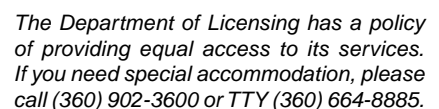


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**SECTION 1**

**REFERENCES**

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## **GENERAL REFERENCE LIST - FEDERAL LAWS AND REGULATORY AGENCIES**

### Laws administered by the United States Department of Transportation:

Federal Odometer Disclosure Requirements, Federal Odometer Law (Truth in Mileage Act of 1986) Public Law 99-579/15 U.S.C. 1901

U.S. Department of Transportation  
National Highway Traffic Safety Administration (NHTSA)  
400 Seventh Street S.W.  
Washington, D.C. 20590  
(202) 366-4761  
Toll-free "Hotline" 1-888-327-4236

U.S. Department of Transportation  
National Highway Traffic Safety Administration (NHTSA)  
Region 9, 211 Main Street  
Room 1100  
San Francisco, CA 94105  
(415) 744-2639

### Laws administered by the Federal Trade Commission:

Federal Warranty Law/Magnuson-Moss Warranty Act/15 U.S.C. 2301

Federal Trade Commission Used Car Rule (Buyers Guide)/16 CFR Part 455

Regulation M. Consumer Leasing/12 CFR 213; effective April 1, 1981

Regulation Z. Truth in Lending/12 CFR 226; effective April 7, 1981

Federal Trade Commission (Federal Rules on Advertising)

Federal Disclosure of Automobile Information/Manufacturer's Suggested Retail Price (MSRP)/U.S.C. Chapter 28

Federal Trade Commission Headquarters  
6th and Pennsylvania Avenue N.W.  
Washington, D.C. 20580  
(202) 382-4357

Federal Trade Commission  
915 2nd Avenue  
Seattle, WA 98174  
(206) 220-6363

**Vehicle Services, Dealer & Manufacturer Services Division**  
**PO Box 9039**  
**Olympia, WA 98507-9039**  
**(360) 902-3700**

The headquarters office is located in Olympia in the Highways-Licenses Building, with regional offices located throughout the state. We recommend that you contact the nearest office for assistance.

**FIELD OFFICE ADDRESS/PHONE/COUNTY ASSIGNED**

**SEATTLE**

NW Region  
320 N 85th  
Seattle WA 98103  
(206) 706-4255  
FAX (206) 706-4267

**OLYMPIA**

SW Region  
PO Box 9039  
Olympia WA 98507-9039  
(360) 664-6475  
FAX (360) 586-0479

**UNION GAP**

SE Region  
2111 W Lincoln  
Yakima WA 98902  
(509) 575-2777  
FAX (509) 454-7283

**COUNTIES**

Clallam  
Island  
Jefferson  
King  
Kitsap  
San Juan  
Skagit  
Skamania  
Snohomish  
Wahkiakum  
Whatcom

**COUNTIES/CITIES**

Clark  
Cowlitz  
Grays Harbor  
Lewis  
Mason  
Pacific  
Pierce  
Thurston  
City of Auburn  
City of Enumclaw  
City of Federal Way

**COUNTIES**

Grant (Part)  
Kittitas  
Klickitat  
Yakima

**KENNEWICK**

3311 W Clearwater  
Suite 111  
Kennewick WA 99336  
(509) 734-7138  
FAX (509) 734-7137

**SPOKANE**

NE Region  
N 6517 Lidgerwood  
Spokane WA 99208  
(509) 482-3886  
FAX (509) 482-3880

**COULEE DAM**

300 Lincoln, Suite 2  
Coulee Dam WA 98902  
  
(509) 633-7031  
FAX (509) 633-0842

**COUNTIES/CITIES**

Adams  
Asotin  
Benton  
Columbia  
Franklin  
Garfield  
Grant (Part)  
Walla Walla  
City of Moses Lake  
City of Othello  
City of Warden

**COUNTIES/CITIES**

Ferry Part)  
Lincoln  
Pend Oreille  
Spokane  
Stevens  
Whitman  
City of Ritzville

**COUNTIES/CITIES**

Chelan  
Douglas  
Ferry (Part)  
Grant (North I-90)  
Lincoln (Part)  
Okanogan  
City of Ephrata  
City of Soap Lake

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**SECTION 2**

**GLOSSARY OF TERMS**

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## **ACCOUNTABILITY OF DEALER FOR EMPLOYEES** - Reference RCW 46.70.027

A vehicle dealer is accountable for the dealer's employees, sales personnel, and managerial personnel while in the performance of official duties.

## **ADVERTISING** - Reference RCW 46.70.180, WAC 308-66-152, - Federal Trade Commission - Advertising Manual Washington State Attorney General's Office

It is important that all licensees become familiar with these regulations. One of the more frequent violations has been failure to disclose the name of the dealership, the word "dealer," or the abbreviation "dlr" in the advertisement. Additionally, failure to make complete disclosures when advertising credit sales or leases is a violation. These rules also include alternatives to methods for identifying each vehicle in an advertisement.

## **AIDING AND ASSISTING UNLICENSED DEALERS** - Reference RCW 46.70.101(1)(b)(ix)

Any dealer who aids or assists an unlicensed dealer in unlawful activity through active or passive participation in sales, allowing use of facilities or dealer license number, or by any means, is subject to the possibility of a monetary penalty, a suspension, or revocation of the dealer license.

## **BANKRUPTCY** - Reference RCW 46.70.183

Any dealer or manufacturer who has filed a petition in bankruptcy court shall, within 10 days, notify the department of the proceeding, including the identity and location of the court where the proceedings are pending.

## **BONDS** - Reference RCW 46.70.070

Every vehicle dealer must file a surety bond with the department. These bonds are in the amount of \$5,000 for a miscellaneous dealer, \$30,000 for a motor vehicle dealer, \$30,000 for a travel trailer dealer, and \$30,000 for a manufactured mobile home dealer. Additionally, manufacturers of habitable units must file a bond in the amount of \$40,000 in the manufactured (mobile) home classification and \$20,000 for travel trailers.

If a dealer has more than one license classification, he/she needs only to file a bond for the highest classification of license held.

Any retail purchaser who is damaged by a violation of the dealer regulations may file a claim against the bond in order to recover damages. A retail vehicle dealer may make a claim against a wholesale dealer bond or manufacturer bond.

## **BUSHING** - Reference RCW 46.70.180(4)

This section prohibits certain acts defined as “bushing” which include taking a written order from a buyer:

1. And failing within three consecutive days, excluding Saturdays, Sundays, and holidays to provide either an accepted agreement or return any security to the purchaser,
2. Which permits the dealer to renegotiate the dollar amount negotiated on the trade-in allowance for any reason except substantial physical damage or latent mechanical defect occurring before the dealer took possession and which could not have been reasonably discovered at the time of the taking of the order, offer, or contract.
3. And failing to comply with the obligation of any written warranty or guarantee given by the dealer requiring the furnishing of services or repairs within a reasonable time.

It is the policy of the department that once a dealer has delivered a vehicle to the customer and/or given the customer a copy of the purchase order for future delivery, whether the order is signed by the dealer or not, these are the terms and conditions set forth and are not subject to renegotiation or change in any way after the 72 hour bushing period without subjecting the dealer to the penalty of “bushing.”

## **BUYERS GUIDE** - Reference Federal Trade Commission (16 CFR Part 455)

Federal law requires that a Buyers Guide be displayed on all used motor vehicles offered for sale by a dealer, with the exception of motorcycles and motor vehicles over 8,500 gross vehicle weight. For more information, contact the Federal Trade Commission at 915 Second Avenue, Seattle, Washington 98174; phone number (206) 220-6363.

## **BUYER’S AGENT** - Reference RCW 46.70.011(18) RCW 46.70.180(11), (12) and (13)

A buyer’s agent works as a representative of the buyer. He/she does not take ownership interest in the vehicles. The compensation that the buyer’s agent receives is derived from the buyer and not from the sale of the car.

## **CONSIGNMENTS** - Reference RCW 46.70.028, WAC 308-66-110(15), (16) and(17) WAC 308-66-155.

In order to sell a vehicle on consignment a dealer must meet certain conditions; these conditions are:

1. Prior to accepting a consignment, it is the duty of the dealer to verify and confirm the title location.
2. The terms of the consignment agreement must be in writing.

The minimum information contained on the agreement is as follows:

- a. names of the parties to the agreement, including the identity of the legal owner
- b. location of the title and guarantee of clear title by seller
- c. payoff due on the vehicle



- d. date of the agreement
  - e. duration of the agreement
  - f. the agreed upon price that the consignor will receive for the vehicle
  - g. a description of the vehicle including make, model, vehicle identification number, and plate number
  - h. signatures of all parties to the agreement
  - i. if no price is specified, then the minimum retail price and the commission, fee, or compensation to which the dealer will be entitled upon sale of the consigned vehicle
3. In the event the dealer and the consignor agree to change the terms of the agreement, then the dealer shall obtain written authorization from the consignor prior to sale.
4. When the vehicle is sold, the dealer must perform the following:
- a. The dealer must pay off the consignor immediately when title is delivered to the purchaser and in all cases, shall be paid within 10 days.
  - b. The dealer shall immediately give to the consignor a copy of the purchase order used to complete the sale.
  - c. The dealer has the same duty to transfer title as would be appropriate in any other sale.
5. Upon selling a consigned vehicle, a motor vehicle class dealer:
- a. Must account in trust for all funds received prior to delivery of the consigned vehicle.
  - b. May have only a trust account balance that equals customary deposits, after delivery of the consigned vehicle and prior to satisfaction of the consignor (including any lienholder).
  - c. Does not need to account for any funds in the trust account if the consigned vehicle is delivered and all purchase funds are immediately (by close of banking on the day following receipt of funds) disbursed to satisfy the consignor (including any lienholder).

**CONVERSION VANS** - Reference RCW 46.70.041(1)(j), RCW 46.70.101(1)(a)(vii)

Any dealer who sells new conversion vans must have a service agreement with the manufacturer if a warranty is offered and service work is required of the dealer, and must meet all other requirements of a new vehicle dealer. For example, if the van is titled as a Chevrolet, the dealer selling the van must have a service agreement with Chevrolet. If the van conversion company has altered the vehicle sufficiently to change the series and body type (on the title), the company can be issued a manufacturer's license under which the retailing dealers can be franchised.

**CURBSTONING** - Reference RCW 46.70.011(3) and RCW 46.70.021

This term refers to illegal vehicle sales activity by unlicensed dealers.

**CUSTOMER DEPOSITS** - (See TRUST ACCOUNTS.)

**DEALER/MANUFACTURER LICENSE FEES** - Reference RCW 46.70.061

Original fees:

- a. Vehicle dealers' principal place of business for each and every classification: \$500
- b. Vehicle dealers, each subagency: \$50
- c. Temporary subagency: \$25
- d. Vehicle manufacturers: \$500
- e. Vehicle dealers change of address: \$25
- f. Vehicle dealer plates: \$34.35
- g. Vehicle manufacturer plates: \$35.85

Renewal fees:

- a. Vehicle dealers' principal place of business for each and every classification: \$250
- b. Vehicle dealers, each subagency: \$25
- c. Vehicle manufacturers: \$250
- d. Vehicle dealer plates: \$28.85
- e. Vehicle manufacturer plates: \$28.85
- f. Vehicle dealer replacement plates: \$5.50

**DEALER LICENSING** - Reference RCW 46.70.021

This section requires any person engaged in dealer activity to have a current vehicle dealer license.

**DEALER PLATES** - Reference RCW 46.70.090, WAC 308-66-160, and WAC 308-66-165

The intent of the dealer plate law is to allow dealers to use plates on dealer inventory vehicles that are held and are, in fact, available for sale. The Department of Licensing will issue up to three (3) vehicle dealer license plates to a vehicle dealer. After the third dealer plate is issued, the department will limit the number of dealer plates to 6 percent of the vehicles sold during the preceding license period.

The Director may waive the dealer plate issuance restrictions for a vehicle dealer if it serves the purposes of the law and is essential to the continuation of the business.

Dealer plates may not be used on service vehicles or on loaner vehicles. Employees must have identification cards in their possession when operating a vehicle that has vehicle dealer plates. A dated demonstration permit must be issued not to exceed 72 hours to a prospective customer if not accompanied by a representative of the dealership.

**DEALER TEMPORARY PERMITS** - Reference RCW 46.70.180(8), RCW 46.16.045 and WAC 308-56A-420

Permits may be purchased at any of the county auditors' or vehicle licensing subagent offices. Permits may be used on sold vehicles that do not have current valid Washington license registration and on out-of-state licensed vehicles. (The out-of-state plates have to be removed from the vehicle when it is sold unless sold to a resident of the state issuing that plate.) The permits cost \$5.00, but will be credited when the title application is made. The title must be applied for within 45 days of the date of sale. The permit will be valid for 45 days from the date of issuance.

A dealer may only issue a second temporary permit on a vehicle if the following conditions are met:

1. The lienholder fails to deliver the vehicle title to the dealer within the required time period.
2. The dealer has satisfied the lien and . . .
3. The dealer has proof that payment of the lien was made within two calendar days — exclusive of Saturdays, Sundays or legal holidays — after the sales contract has been executed by all parties and all conditions and contingencies in the sales contract have been met or otherwise satisfied.

Examples of improper uses of a dealer temporary are:

- a. Used to demonstrate
- b. Used on a vehicle not sold
- c. If the date of sale or other fact is misrepresented on the application
- d. If the application is not properly filled out and signed by the purchaser and dealer
- e. If a title application is substituted for the dealer permit application in order to purchase a license in a month or year subsequent to the actual date of the sale
- f. If the actual license fees have not, in fact, been collected from the customer
- g. To issue a dealer permit in lieu of a trip permit

Note: Temporary permits are not transferable from one dealer to another.

## **DETAILS OF CHARGES** - Reference RCW 46.70.130

Before the execution of a contract of consummation of a sale, the dealer must provide to a purchaser an itemization of the agreement signed by the seller which includes, but is not limited to, the finance charge, insurance costs, taxes, and any other charges which are to be paid by the purchaser.

## **ESTABLISHED PLACE OF BUSINESS** (Retail Dealer) - Reference RCW 46.70.023

This statute establishes certain minimum standards that must be met by dealers in order to have their business location certified by the department as an established place of business.

The minimum standards for a retail vehicle dealer are:

1. Enclosed commercial building located within the state and attached to utilities.
2. The building must be easily accessible and open to the public and representatives of the department at reasonable times.
3. The required books and records must be kept at the place of business.
4. There must be a sign permanently attached to the land or building which is clearly visible from the major avenue of traffic. The sign must contain the name and the nature of the business, such as Auto Sales.
5. The dealer must maintain normal business hours of at least five days a week from 10 a.m. to 4 p.m.
6. There must be a business telephone listing in the local directory.
7. The dealer must provide evidence of leasehold, rental, or ownership of the property where the place of business is located.
8. If more than one dealer is at one location, all records, office facilities, inventory, and signs must be separate.
9. The place of business must comply with local zoning and other land use regulatory ordinances.

A retail dealer must be in compliance at all times with the established place of business requirements while licensed as a dealer.

## **ESTABLISHED PLACE OF BUSINESS** (Wholesale Dealer) - Reference RCW 46.70.023

The minimum standards for a wholesale vehicle dealer are:

1. Enclosed commercial building located within the state and attached to utilities.
2. All storage facilities for inventory shall be listed with the department and shall conform with all local zoning and other land use regulatory ordinances.
3. Maintaining a telecommunication system.
4. An exterior sign visible from the nearest street which shall identify the business name and nature of the business.
5. Records must be stored at the business location.
6. If there is more than one dealer at the location, then all records, office facilities, and inventory, if any, must be physically segregated and clearly identified.
7. The dealer must provide evidence of leasehold, rental, or ownership of the property where the place of business is located.
8. The place of business must comply with local zoning and other land use regulatory ordinances.

A wholesale dealer must be in compliance at all times with the established place or business requirements while licensed as a dealer.

**ESTABLISHED PLACE OF BUSINESS** (Auction Company) - Reference RCW 46.70.023(1), (2), (3), (6), and (7).

The minimum standards for an auction company are:

1. Maintaining office facilities within the state with a sign permanently attached to the land or building.
2. Maintaining at the office, books, records and files necessary to conduct business at the office.
3. Storage facilities for inventory must be listed with the department and meet local zoning and land use ordinances.
4. Maintaining a telecommunications system.
5. Posting the vehicle dealer license at each auction where vehicles are offered.
6. Providing the department with the address of any remote auction at least three (3) days before the auction.
7. Auction companies which maintain their own vehicle inventory at the principal place of business must maintain all established place of business requirements unless a waiver is granted by the department.

**LISTING DEALER** - Reference RCW 46.70.029 and WAC 308-66-157

A listing dealer is a used manufactured (mobile) home dealer who obtains listing agreements with sellers who will compensate the dealer for obtaining a willing purchaser for the seller's manufactured (mobile) home. These dealers must meet all the requirements of a retail vehicle dealer.

A listing dealer has certain responsibilities, such as:

- a. The listing dealer is responsible for negotiating the agreement between the seller and the purchaser.
- b. All written offers shall be presented to the seller for acceptance or refusal.
- c. A copy of the agreement shall be delivered to the purchaser immediately following the purchaser's signing of the agreement.
- d. A copy of the agreement shall be delivered to the seller immediately following the seller's signing and acceptance of the purchaser's offer.
- e. A copy of the agreement to purchase, signed by all parties, shall be delivered to the purchaser as proof that the purchaser's offer was accepted.
- f. A legible copy of the agreement to purchase shall be retained in the listing dealer's file.
- g. A copy of any agreement between purchaser and dealer to disburse any funds from the trust account to pay liens against the used manufactured home shall be retained in the dealer's files.
- h. At the time the sale is closed, the listing dealer may pay outstanding liens, out of the trust account, prior to paying the sale proceeds to the seller.

## **MANUFACTURED HOMES (MOBILE HOMES) - RCW 46.70.290**

### **MANUFACTURED HOMES (MOBILE HOMES) - ADVERTISING DIMENSIONS -**

Reference RCW 46.70.135(6)

If a dealer or manufacturer advertises the length and width of a manufactured (mobile) home, they cannot use the length of the draw bar assembly in computing this listed dimension. If they advertise these dimensions, then they must list the square footage of the actual floor area.

### **MANUFACTURED HOMES (MOBILE HOMES) - MOVEMENT - Reference RCW**

46.44.170, RCW 46.44.173 and RCW 46.44.175

Any person who moves a manufactured (mobile) home must obtain a special permit from the Department of Transportation and local authorities. This special permit shall not be valid until the County Treasurer of the county where the manufactured (mobile) home is located endorses and attaches a certificate thereto that all property taxes due in that calendar year and all delinquent taxes have been satisfied.

### **MANUFACTURED HOME (MOBILE HOME) TITLING - Reference RCW 46.12.105, RCW**

46.70.122, and RCW 46.12.290

In order to transfer title to a manufactured (mobile) home, three items are required by law:

1. RCW 46.12.105 requires proof that taxes due on the manufactured (mobile) home have been paid.
2. RCW 46.70.122 requires that the title be transferred promptly.
3. RCW 46.12.290 requires that in order to lawfully transfer title to a manufactured (mobile) home, all registered owners of record must sign the title certificate.

### **MANUFACTURED HOME (MOBILE HOME) WARRANTIES, WALK THROUGH**

**INSPECTIONS** - Reference RCW 46.70.135

Dealers who sell new manufactured (mobile) homes in the state of Washington must comply with the following requirements:

1. The purchaser must be provided a manufacturer's written warranty for construction of the home that complies with the Magnuson-Moss Warranty Act.
2. The purchaser must be provided a dealer's written warranty for all installation services provided by the dealer.
3. The above two warranties shall be valid for a minimum of one year from the date of sale and will not be invalidated by resale. The dealer must provide the purchaser copies of the warranties at the time of sale. The dealer must provide an explanation of remedies available to the purchaser under state and federal law for breach of warranty and the name and address of the Federal Department of Housing and Urban Development, as well as the Departments of Licensing and Labor and Industries.
4. Warranty service will be completed within 45 days of the dealer receiving written notice of the defect unless there is a bona fide dispute among the parties.
5. Warranty service affecting health or safety shall be completed within 72 hours of receipt of written notice.
6. Warranty service shall be performed on site and a written work order describing labor

performed and parts used shall be completed and signed by the service agent and the owner. If the owner's signature cannot be obtained, the reason shall be described on the work order. Work orders shall be retained by the dealer or manufacturer for a period of three years.

7. Before delivery of possession of the home to the purchaser, the dealer or his/her agent, and the purchaser or his/her agent, shall conduct an inspection which shall include a test of all systems of the home to insure proper operation. At this time the dealer must complete all documents required by state and federal agencies to be supplied by the manufacturer with the home which have not previously been provided. The dealer shall complete any required purchaser information card and forward the card to the manufacturer.

#### **MISCELLANEOUS DEALER** - Reference RCW 46.70.011(3)(c)

Is any dealer who sells new or used motorcycles and/or any vehicles other than motor vehicles, manufactured (mobile) homes, and travel trailers.

#### **MISREPRESENTATION** - Reference RCW 46.70.180 & WAC 308-66-152

It is unlawful to misrepresent the terms of the sale or financing of a vehicle. The above referenced statute and WAC list acts or practices that are unlawful. It is important that dealers familiarize themselves with the advertising rules and these statutes.

#### **MOTOR HOME DEALER** (See MOTOR VEHICLE DEALER.) - Reference RCW 46.70.011(3)(a)

#### **MOTORCYCLE DEALERS** (Miscellaneous Dealer) - Reference RCW 46.70.011(3)(c)

A motorcycle dealer is classified as a miscellaneous dealer.

A utility trailer dealer is classified as a miscellaneous dealer.

#### **NEW VEHICLES** - Reference RCW 46.70.041(1)(j) and RCW 46.70.101(1)(a)(vii)

A Washington dealer cannot sell new vehicles with warranties attached in the state of Washington unless the dealer has a service agreement with the manufacturer of the new vehicle.

#### **NON-RESIDENT VEHICLE SALES** - Reference WAC 458-20-177

This rule requires that an affidavit of out-of-state delivery be completed on all out-of-state sales of motor vehicles, campers, and trailers to non-residents of Washington. The enforcement of this section is with the Department of Revenue. However, dealers should be aware that if they fail to have this document in their possession, they could be subject to paying the sales tax for the unit.

#### **ODOMETER LAW** - Reference RCW 46.37.540, RCW 46.37.550, RCW 46.37.560, RCW 46.37.570, and RCW 46.70.180(5)

These laws outline the specific offenses relating to odometers. Dealers are required to obtain

odometer statements on vehicles which are less than 10 years old.

**PAY-OFFS TO LIEN HOLDERS** - Reference WAC 308-66-195(2)

If there is a lienholder on any vehicle acquired by the dealer, the dealer shall obtain possession of the title by paying off any balance due to the lienholder no later than the close of the second business day following the date of acquisition of the vehicle by the dealer.

**PENALTY FOR VIOLATION OF THE DEALER REGULATIONS** - Reference RCW 46.70.101

Any dealer or manufacturer who commits a violation of any of the provisions of RCW 46.70 may have his/her license suspended or revoked or in lieu thereof or in addition thereto may be assessed a penalty of up to \$1,000 per violation.

**POSSESSION OF TITLE** - Reference RCW 46.70.124 and WAC 308-66-195

Certificates of ownership or other evidence of ownership approved by the Department of Licensing must be in the possession of a dealer on all used cars in his/her inventory.

**REAL ESTATE LICENSES AND MANUFACTURED (MOBILE) HOME SALES** - Reference RCW 46.70.011(4)(f)

A Real Estate Broker licensed pursuant to RCW 18.85 is exempt from being licensed under RCW 46.70 if the sale of a used manufactured (mobile) home is in conjunction with the purchase, sale, exchange, rental or lease of the land upon which the used manufactured home is located.

Note: A vehicle dealer license, with service agreement, is required for the sale of new manufactured (mobile) homes.

**REBUILDS** - Reference RCW 46.37, RCW 46.70.180, 46.70.101(1)(b)(xi), WAC 308-56A-460, WAC 308-58-040

Prior to the sale of the vehicle and placing it back on the roadway, it must be inspected by the Washington State Patrol, and a title must be issued. If a dealer sells a vehicle with the knowledge that it has "REBUILT" on the title or has been declared totaled out by an insurance carrier and then rebuilt, the dealer must clearly disclose that fact in writing on the purchase order.

**RECERTIFICATION INSPECTION OF THE ESTABLISHED PLACE OF BUSINESS**

Reference RCW 46.70.083

The dealer's established place of business shall be regularly certified by a representative of the department. The certification will verify compliance with the requirements for an established place of business. Failure by the dealer to comply at any time is grounds for license suspension or revocation, denial of the renewal application, or monetary penalty. (See ESTABLISHED PLACE OF BUSINESS.)



## **RECORD OF TRANSACTIONS** - RCW 46.70.120, WAC 308-66-180

This statute and rule require the dealer to maintain certain records of the purchase and sale of vehicles for a period of five years. They also require dealer records to be available for inspection by Department of Licensing representatives. It is important for all dealers to read and become familiar with this section.

## **REPOSSESSIONS** - Reference RCW 62A.9

The conditions under which a repossession may occur must be disclosed on the contract negotiated by and signed by the purchaser and the dealer.

Enforcement of the section is with the Office of the Attorney General, Consumer Protection Division.

## **SALVAGE** - (See REBUILDS.)

**SERVICE AGREEMENTS WITH MANUFACTURERS OR DISTRIBUTORS** - Reference RCW 46.70.041(1)(J) and RCW 46.70.101(1)(a)(vii) (See NEW VEHICLES.)

## **SOLVENCY** - Reference RCW 46.70.101(1)(a)(viii)

In order to maintain a dealer or manufacturer license, a dealer or manufacturer must be solvent. For the purpose of this law, solvency means that a dealer or manufacturer meets his/her obligations as they mature and his/her assets exceed his/her liabilities.

**SUBAGENCIES** - Reference RCW 46.70.011(11), RCW 46.70.023(4), (6), (11) and (12), & WAC 308-66-140(2)(5) and (8)

A subagency is a place, other than the principal location, where the dealer does business. The subagency must comply with all the requirements of an established place of business, and there must be a separate bond on file with the department for any subagency at a separate location. All other locations and names, other than the principal location, shall be designated and licensed as subagencies of that dealership. There are no restrictions regarding the number of subagencies a dealer may have.

A motor vehicle dealer that is unable to locate the used vehicle sales facilities adjacent to or at the established place of business need not obtain and hold a subagency license if the vehicle sales lot is:

- a. contained within the same city block
- b. directly across the street
- c. within sight

Additionally, the location must be properly zoned, and the dealer bond must cover the sales lot. If the sales lot is within sight of the principal place of business, no sign is required.

**TEMPORARY SUBAGENCIES** - Reference RCW 46.70.011(12), RCW 46.70.023(7), & WAC 308-66-140(4)

A temporary subagency license must be issued when a dealer is going to conduct business at a location other than the principal place of business or licensed subagency, such as a car show or shopping center promotion. The temporary subagency license is issued for a period not to exceed 10 days. No more than six temporary subagency licenses may be issued to a licensee in any twelve-month period. Auctioneers are exempt from this requirement.

The temporary subagency location shall meet all local zoning and land use regulatory ordinances. Application for the temporary subagency needs to be filed at least three weeks prior to the event. The dealer must obtain bond coverage for the location which shall also be filed with the department in Olympia. The subagency license certificate shall be posted at the location. No other requirements of an established place of business apply to a temporary subagency, and the temporary subagency need not be inspected by the local investigator.

**TIRES** - Reference RCW 46.37.420, 423, 424, & 425

No person shall sell, offer for sale, or display any vehicle in this state if the tire has:

- any ply or cord exposed
- any bump, bulge or knot
- any break repaired with a boot
- a tread depth of less than 2/32 of an inch measured in any two major tread grooves at three locations, equally spaced around the circumference of the tire

Please note this statute applies to all vehicle sales.

**TITLE TRANSFER** - Reference RCW 46.70.122, RCW 46.16.045 and WAC 308-66-190(1), WAC 308-56A-420(5)

A dealer is required to transfer title within 45 days of sale if the vehicle either has a current registration or is delivered on a dealer temporary permit. A dealer may issue a second temporary permit on a vehicle only if the following conditions are met:

1. The lienholder fails to deliver the vehicle title to the dealer within the required time period.
2. The dealer has satisfied the lien and . . .
3. The dealer has proof that payment of the lien was made within two calendar days — exclusive of Saturdays, Sundays or legal holidays — after the sales contract has been executed by all parties and all conditions and contingencies in the sales contract have been met or otherwise satisfied.

We recommend that dealers read and familiarize themselves with the title application section of this manual. The obligation of a dealer to transfer title to a purchaser is the single most important function performed by a licensed vehicle dealer.

If you have any questions concerning title applications, you should contact the County Auditor's Office, your license agent, or your Vehicle Services investigator.

## **TRADE-INS, SELLING PRICE, SALES TAX MEASURES** - Reference WAC 458-20-247

The amount of sales tax due is computed by subtracting the trade-in value from the sale price of the vehicle.

The common meaning of qualifying trade-in is "like kind."

This regulation is administered by the Department of Revenue.

## **TRAVEL TRAILER DEALERS** - Reference RCW 46.70.011(3)(b)

## **TRIP PERMITS** (See NON-RESIDENT VEHICLE SALES.) - Reference RCW 46.16.160

Permits may be purchased at any of the county auditors' or vehicle licensing subagent offices. The permits are used on vehicles that are not licensed in this state. Permits will be used on vehicles being delivered to a resident of another state. Any foreign license plates are to be removed, unless the vehicle is going to be licensed in that state.

Permits can also be used when inventory vehicles are demonstrated and dealer plates are not available for use.

## **TRUST ACCOUNT** (Deposits) - Reference 46.70.180(9)

A dealer must set up a separate trust account for deposits taken prior to delivery of a vehicle. To commingle this money with assets of the dealer, salesperson, or manufactured (mobile) home manufacturer, instead of holding this money as trustee in a separate trust account until the purchaser has taken delivery of the vehicle, is a violation of this statute.

A new motor vehicle class dealer may keep a separate trust account which equals customary total customer deposits for vehicles for future delivery.

The trust account must meet the following conditions:

1. It must be designated as a trust account.
2. Any fees charged to the dealer for setting up or maintaining this trust account must be paid by the dealer and are considered to be a cost of doing business.
3. Trust accounts must be set up in a financial institution located and doing business in the state of Washington.
4. A new manufactured (mobile) home dealer must have and use a trust account when in receipt of funds advanced from a purchaser before ordering a home. These funds must remain in a trust account until the dealer completes the sale, set up, and walk through inspection or within 15 days following the transport of the home to the site. Loan proceeds or money paid on an installment contract need not be deposited in trust.

## **USED VEHICLES** - Reference RCW 46.04.660

A used vehicle is one which has been titled into the name of a retail purchaser (final consumer) and so used as to have become what is commonly known as "second-hand."

New vehicles remain "new" regardless of the number of transfers of interest in the vehicle prior to the purchase of the vehicle at retail.

Prior sales between dealers or titling in the names of dealers is not enough to render the vehicle "used" within the meaning of the statute.

An automobile does not become a "used" car simply because several potential buyers have driven it solely for the purpose of demonstration.

## **USED VEHICLE ASKING PRICE** - Reference RCW 46.70.125

Any dealer who sells used vehicles is required to either display in writing on the vehicle or disclose in writing upon request the asking price of the vehicle offered for sale as of that time.

## **VEHICLE EMISSIONS**

Certain areas within the state require that an emissions test be done prior to titling or licensing a vehicle. Dealers, even though they are exempt, should be familiar with the requirements in their area. Purchase orders in emissions areas must have a disclosure statement on used vehicles no longer under the manufacturer's warranty indicating that an owner of a vehicle may be required to spend up to \$150 for repairs if the vehicle does not meet the vehicle emissions standards. The disclosure reference is administered by the Department of Ecology.

## **VEHICLE EQUIPMENT STANDARDS** - Reference Chapter RCW 46.37 and RCW 46.70.101(1)(b)(viii) (See specific sections covering brakes, seat belts, tires, and windshields.)

It is illegal to drive or move, or for the owner to cause or knowingly permit to be driven or moved on any highway, any vehicle which is in an unsafe condition. A vehicle must comply with standards set by the state of Washington or the federal government pertaining to the construction or safety of a vehicle.

## **VEHICLE INSPECTION** - Reference Chapter RCW 46.32 & RCW 46.12.030

Out-of-state vehicles must be inspected by the Washington State Patrol prior to registration and titling in this state, and the fee paid to the county auditor when the vehicle is titled.

## **WAIVERS** - Reference RCW 46.70.025 & WAC 308-66-145

The Director may waive the established place of business requirements if the waiver serves the purposes of the law and is necessary due to unique circumstances.

**WARRANTIES** - Reference MANUFACTURED HOMES, used car buyer's guides, and state and federal regulations.

**WHOLESALE VEHICLE DEALERS** - Reference RCW 46.70.011(13) and RCW 46.70.023(8)

This section of the statute creates a specific type of vehicle dealer and limits the dealer's business activity to buying and selling other than at retail.

Specific requirements concerning the business location are covered in the above referenced statutes.

**WINDSHIELDS** - Reference RCW 46.37.410

All motor vehicles operated on the public highways of this state shall be equipped with a front windshield. Additionally, the windshield on every motor vehicle shall be equipped with a device for cleaning rain, snow, or other moisture from the windshield.

If a windshield is damaged in such a way as to obstruct the driver's clear view of the highway, the vehicle cannot be sold.

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**SECTION 3**

**Vehicle Titling**

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**What's in This Section?** This section gives instructions on filling out the forms used for vehicle title applications and dealer temporary permits. It also contains information on proof of ownership, signatures, sales tax, and odometer disclosure. Titling forms can be obtained from your local auditor, agent, or subagent.

**Application for Vehicle Title** Complete an application for title on either one of the following forms:

TD 420-001 - Application for Certificate of Title

TD 420-005 - Dealer Temporary Permit

**Completing all Vehicle Applications** Complete all applications carefully. You are supplying information that will cause DOL to issue a title to a vehicle.

It is to your advantage to develop a strong working relationship with your local auditor, agent or subagent. They will be very valuable in assisting you with title work.

## COMPLETING VEHICLE TITLE APPLICATION/DEALER TEMPORARY PERMIT\_\_\_\_\_

**RCW 46.16.030  
WAC 308-56A-025**

### Title Options:

- { } Original (First title in Washington new or used) { }
  - { } Transfer (Previous Washington title) { }
  - { } Duplicate (Dealership is legal owner/title lost) { }
  - { } Manufactured Home Elimination (use when Manufactured home will be real property)
  - { } Reissue (Dealership is legal owner/releasing interest)
  - { } Ownership in doubt (dealership must obtain Bonded Title)
  - { } Fill out Application for Certificate of Title using the following instructions. When there are multiple choices, check the appropriate
- 1) **Plate/TPO:** Enter the Washington license plate, decal or TPO number, if a transfer.
  - 2) **Tab No:** Enter the current tab number (when applicable) displayed on the rear license plate. (Don't place a tab number in space if a new tab is to be issued.)

- 3) **Exterior Vehicle Color:** Enter Color Code #1 which is the top or front exterior color of the vehicle.

**NOTE:** Use only the colors listed below as authorized by NCIC.

**CODE**

A. ALU=ALUMINUM  
B. BGE=BEIGE  
C. BLK=BLACK  
D. BLU=BLUE  
E. DBL=BLUE, DARK  
F. LBL=BLUE, LIGHT  
G. BRZ=BRONZE  
H. BRO=BROWN  
I. BUR=BURGUNDY  
J. COM=CHROME  
K. CPR=COPPER  
L. CRM=CREAM  
M. GLD=GOLD  
N. GRY=GRAY  
O. GRN=GREEN

**CODE**

P. DGR=GREEN, DARK  
Q. LGR=GREEN, LIGHT  
R. IVR=IVORY  
S. LAV=LAVENDER  
T. MAR=MAROON  
U. MUL=MULTI COLORED  
V. ONG=ORANGE  
W. PNK=PINK  
X. PLE=PURPLE  
Y. RED=RED  
Z. SIL=SILVER  
1. STL=STAINLESS STEEL  
2. TAN=TAN  
3. TRQ=TURQUOISE  
4. WHI=WHITE  
5. YEL=YELLOW

A valid color code option is required in the first color field; the second color field may be left blank, e.g., when vehicle is one color only.

- 4) **COLOR #2:** Enter Color Code #2 which is the bottom or rear exterior color of the vehicle.
- 5) **Vehicle Identification (VIN) or Serial Number:** Enter the vehicle identification number (VIN) or serial number exactly as it appears on the supporting documents. If the supporting documents contain an error, a Washington State Patrol inspection is required. There will be a \$20 inspection fee (or \$15 inspection fee if the vehicle is titled/registered in another state.) The VIN on the application and on the inspection form must be the same. Write the complete VIN on the application. DOL will drop the beginning digits when a VIN is longer than 17 characters.



**NOTE:** Mobile Home Rule: Mobile homes, or manufactured homes as they are now called, may be single, double or triple wide units. A double wide mobile home has two VINS, a triple wide three VINS, etc.. One unit of a double has a VIN with an "A" character designator, the other unit has a VIN with a "B" character designator and a triple wide's third unit would have a "C" character designator. Since we will issue only one title, enter the VIN minus the "A", "B", "C", etc.. (The characters designating the units may not always be ABC, but could be other sequential letters, e.g. XYZ, FG, etc.

When a vehicle has no VIN, WSP will assign or reassign one. Charge \$5 VIN assignment on the title application in addition to the regular inspection fee of \$15 or \$20.

6) **Model Year:** Enter the model year assigned by the manufacturer.

Model year may be determined by:

WSP inspection  
Manufacturer's Statement of Origin (MSO)  
Factory invoice  
Foreign title or registration

In the case of an Assembled vehicle, the year is that of the main body component. If unknown, the year would be determined by the required WSP inspection;

Kit or Street Rods: Please contact your licensing agent for information if you have one of these vehicles for resale.

New vehicles: Use the model year on the Manufacturer's Statement of Origin (MSO) or similar documents provided by the manufacturer.

**RCW 46.12.030**

7) **Power:** Enter the single letter code for the type of fuel that powers the vehicle. Leave the space blank for non-powered vehicle. The single letter codes and their meanings are:

G - Gas	P - Propane
D - Diesel	N - Natural Gas
B - Butane	E - Electric
S - Steam	O - Other (such as alcohol)

Propane power takes precedence over all other fuel used in a vehicle.

- 8) **Use Class:** Enter the use class abbreviation. Choose from the following list:

CAB	-	Taxicab
C/G	-	Converter Gear (title only - not registered)
CMB	-	A power unit or trailer used in combination with a gross weight of 42,000 lbs or more.
CMP	-	Camper (Slide in)
COM	-	Trailer used commercially
COM	-	Powered vehicle with 14,000 lbs or more; or, trucks licensed in a business name regardless of gross weight
COM	-	Passenger cars and light duty trucks licensed in a business name
CYC	-	Motorcycle
EXC	-	County
EXD	-	City
EXX	-	M/CEX
EXE	-	State
FAR	-	Farm
FED	-	Federally owned or leased ( <u>passenger plates</u> )
FTR	-	Federally owned or leased ( <u>truck plates</u> )
FTL	-	Federally owned or leased ( <u>trailer plates</u> )
FCY	-	Federally owned or leased ( <u>motorcycle plates</u> )
FMB	-	A power unit or trailer used in combination with a gross weight of 42,000 lbs or more and used for farm purposes
FMT	-	Federally owned or leased ( <u>motorcycle trailer plates</u> )
FEX	-	Farm Exempt (Not licensed for road use)
FIX	-	Fixed Load Truck
F/H	-	For Hire Vehicles
H/C	-	Horseless Carriage (40 years old or older - must be processed through Olympia)
H/D	-	House Moving Dolly
LOG	-	A power unit used exclusively for hauling logs or a trailer used for hauling logs (but not exclusively)
MH	-	Motor Home
MOB	-	Mobile Home
ORV	-	Off Road Vehicle
PAS	-	Passenger Vehicle
PED	-	Moped
PER	-	Personal use trailer 2,000 lbs or less gross weight (one or two wheels)

RES	-	Restored Vehicle/Collector Vehicle (over 30 years old) -
SCH	-	Private School
SNO	-	Snowmobile
SNX	-	Exempt Snowmobile
STA	-	Stage
TLR	-	Personal use trailer over 2,000 lbs. or more than two wheels
TOW	-	Tow Truck
TRK	-	Personal use truck not over 12,000 lbs gross weight
TVL	-	Travel Trailers

- 9) **Make:** Enter the make assigned by the manufacturer. Abbreviations are listed in the Motor Vehicle Excise Tax MSRP Schedule.

These abbreviations are specific and are limited to five letters.

If unable to find make abbreviations, call a licensing agent or subagent.

Enter "HM" when the vehicle is homemade.

For Kit vehicles that are replica vehicles, , the make is KITV regardless of the make shown on the MCO/MSO. For Kit vehicles that are NOT replicas, the make is as shown on the MCO/MSO or as determined by a WSP inspection (dune buggy, roadster, etc.).

For Street Rods, the make is the same as the vehicle was originally manufactured, (Chev, Ford, etc.)

#### **RCW 46.12.030**

- 10) **Series/Body:** Enter the letter/number code established for each specific model of vehicle. The series and body types are:

Listed in the Motor Vehicle Excise Tax MSRP Schedule comprised of multiple numbers and letters limited to eight digits.

When the series and body is not listed in the schedule, call a licensing agent or subagent.

The series and body indicates body style, number of doors, and the unique features of the vehicle.

The following circumstances affect the series and body abbreviation:

**Assembled Vehicle:** Include “ASM” at the end of the series and body type if the vehicle is assembled.

**Cabulance:** Enter “CABULANC” as the series and body type if the vehicle is a Cabulance.

**Glider Kit:** Include “GL” at the end of the series and body type when a glider kit is added to a truck.

**WAC 308-56A-450**

**Kit Vehicle (replicas):** Must describe what the vehicle looks like, e.g. Bradley GT, 57 MG, etc.

**Kit Vehicle (not replicas):** Must list what is shown on the MCO/MSO or describe what the vehicle looks like, e.g. Gazelle, dune buggy, roadster, etc.

**RCW 46.04.251**

**RCW 46.12.440**

**RCW 46.12.450**

**RCW 46.16.680**

**Previously Exempt or For-Hire:** Include “EX” at the end of the series and body type on a former exempt or for-hire vehicle. If the abbreviation is more than six characters, replace the last two digits with the “EX” designation.

**EXAMPLE:** PU, changes to PUEX

**Moped:** Enter “MOPED” for the series and body if the vehicle is a moped.

**Rideshare:** Enter “Rideshare” for the series and body if the vehicle will be used as a Rideshare.

**Street Rods:** Must describe what the vehicle looks like, e.g., coupe, sedan, roadster, etc.

**RCW 46.12.420**

**WAC 308-56A-150**

**WAC 308-56A-160**

**WAC 308-56A-470**

**WAC 308-96A-073**

**WAC 308-96A-074**

**Wheelchair Conveyance:** Enter “WHLCHRC” for the series and body of such a vehicle.

- 11) **Model ID:** Enter the model identification number from supporting documents.

The model identification number can be found under the model description field on the MSO, on the Dealer Factory invoice and in the Kelly Blue Book New Car Manual. Usually consists of 2-14 characters.

The model identification number is essential in further identifying the correct type of vehicle for the proper assessment of excise tax.

**NOTE:** Nissan, Toyota and Subaru do not list the model identification number on the MSO.

- 12) **Value Code:** Enter the value code of the vehicle. The value code is used to determine the excise tax, and may be obtained from the current Washington title.

The value code must be one of the following:

**MSRP:** Base Manufacturer's Suggested Retail Price for 1986 and newer vehicles, except trucks with scale weight over 6,000 lbs and trailers.

Use the original purchase year with the MSRP value. If the original year of purchase is not known, assume it is the model year.

If the MSRP is not available, it may be obtained from the Department of Licensing Excise Tax Unit in Olympia by calling 1-800-843-6319. Under no circumstances will the toll free number be used for other questions.

**NOTE:** Purchase year may not exceed model year.

**Purchase Price:** The selling price of the vehicle before the dealer (seller) deducts for trade-in value or rebate, or adds sales/use tax.

- a) Use original sale price for vehicles without the Manufacturer's Statement of Origin (MSO).
- b) Use latest sale price for trucks with scale weight over 6,000 lbs.
- c) Use latest sale price for commercial trailers with use classes of CMB, COM, CG, or LOG.
- d) Use the latest sale price on all manufactured homes.

**NOTE:** The value of any modification made to a vehicle to accommodate the handicapped should not be included in the value of the vehicle for excise tax purposes.

All tax codes have been converted to mid-point values on the computer system. Use tax code conversion charts provided by the Department to establish mid-point value.

Use the model year with the mid-point value or tax code on 1985 and older vehicles except large trucks and commercial trailers.

- 13) **Year:** Value year means:

Large trucks and commercial trucks: latest purchase year.

All other vehicles:

- a) Original purchase year for 1986 and newer - may not exceed model year.
- b) Model years for all others.

- 14) **DC Codes:** Use the appropriate Depreciation Schedule for the type of vehicle you are titling and enter the schedule number on the dealer temporary permit or title application.

- 15) **MO/Reg (Number of Months Excise Tax):** Enter the number of months for which licensing fee is being charged. (Must be 12 months unless vehicle is part of a fleet.)

- 16) **Reg-Exp: NOTE:** Registration = validating tabs

**Expiration Dates:**

For a vehicle with expired license: Date of delivery + one year when application is on a dealer temporary permit.

For a vehicle that is new: Date of delivery + one year when application is on a dealer temporary permit.

**NOTE:** New vehicles delivered with plate and registration or those with expired licenses - expiration date is date of application when submitted on a Certificate of Title Application (TD 420-001).

For a vehicle that is currently registered: Same as on record.

Enter "0000" if the Use Class is farm exempt, horseless carriage, restored or exempt.

Enter "PERM" if the plates are DAV, POW, MOH, or if vehicle is part of a permanent fleet.

- 17) **Cycle Engine/Motorhome Number:** Enter the motorcycle engine number or motorhome body number.
- 18) **Residence:** County Code - Enter the code number for the county where the registered owner resides and receives his/her mail.

**WAC 308-56A-040**

00	Out of State	20	Klickitat
01	Adams	21	Lewis
02	Asotin	22	Lincoln
03	Benton	23	Mason
04	Chelan	24	Okanogan
05	Clallam	25	Pacific
06	Clark	26	Pend Oreille
07	Columbia	27	Pierce
08	Cowlitz	28	San Juan
09	Douglas	29	Skagit
10	Ferry	30	Skamania
11	Franklin	31	Snohomish
12	Garfield	32	Spokane
13	Grant	33	Stevens
14	Grays Harbor	34	Thurston
15	Island	35	Wahkiakum
16	Jefferson	36	Walla Walla
17	King	37	Whatcom
18	Kitsap	38	Whitman
19	Kittitas	39	Yakima

Enter "00" when the address is not in Washington State.

Inc/Uninc: Incorporated and unincorporated boxes are used to indicate where the registered owner lives and receives his/her mail. If the owner residence is outside the city limits (unincorporated), mark the UNINC box.

- 19) **Tax Code:** Enter "95" if vehicle is a mobile home being titled for the first time or if vehicle is listed on "personal property tax rolls" as is the case with some fixed load vehicles. (Proof from the County Assessor's Office that the vehicle is listed on personal property tax rolls must be part of the supporting documentation when using tax code 95.)
- 20) **Scale Weight:** Enter the scale (empty or unladen) weight for all trucks, passenger vehicles licensed commercially with truck plates, special equipment and trailers (except travel trailers). Obtain the scale weight

from one of the following:

Manufacturer's Statement of Origin (MSO);

Dealer's declaration of factory shipping weight - completed vehicles only;

Previous title or registration;

Weight slip (obtained at most fuel yards or other businesses that have public scales);

The NADA or Kelly Blue Book - use a Certificate of Fact form to indicate when you used one of these sources.

**RCW 46.16.070**

21) **Seats:** Enter number of seats, if for hire or stage.

22) **Fleet Code:** If the vehicle is included in a fleet, enter the fleet identifier number. Make sure the name on the application is in agreement with the fleet record in Olympia. The license agency where you do your title work can assist you with this information. They will require the fleet number to process an inquiry.

**NOTE:** A fleet must have 15 or more vehicles. Fleet number are assigned in Olympia. Fleet licenses all expire in December.

23) **Equipment Number:** If the fleet owner assigns a number to a vehicle, enter that number. This is usually used when a company has several vehicles.

24) **Previous State Titled:** Enter state if vehicle was previously titled outside of Washington.

25) **Mileage:** Please refer to the odometer instructions at the end of this section.

**IMPORTANT:** Never write "Unknown" in place of the mileage.

Unless exempt, the odometer disclosure (mileage) must be entered on the back of a secure title (one issued after January 1, 1990 and has the required Federal Odometer language) or on an Odometer Disclosure/Title Extension Statement (TD 420-006).



26) **CD:** Enter code that identifies the odometer status (A-actual, N-not actual, X-exceeds mechanical limits, E-exempt, G-over 16,000 gross weight, P-prorated).

27) **Dealers Report of Sale:** This space must be completed and signed. The following information is required:

Date of Purchase: Enter date vehicle was purchased.

Date of Delivery: Enter date vehicle was delivered if later than date of purchase.

Described Vehicle is: Enter "X" in box for new, used, or previously titled. Enter two digit state code if previously titled out-of-state.

WA Dealer Number: Enter the Washington Dealer number (see signatures Section 3.).

Dealer Name: Enter the name of your dealership. Must match the dealer license issued by the state of Washington.

Dealer's Authorized Signature: Dealer or authorized representative must sign.

28) **Registered Owner:** Enter the registered owner(s) full name and address. Put the last name first. If the registered and legal owners are the same, enter "same as below". Enter the zip code unless it's a foreign country that does not have one.

**EXAMPLE:** Smith,John  
Smith,Jane

**RCW 46.12.030**

Only at the customer's request enter "Joint Tenants with Rights of Survivorship." DO NOT ABBREVIATE THIS TERM. Even though you mark the box for JTWROS, the term must be printed in full on the application. Only the letters will appear on the title when issued by DOL.

When more than one person is shown on the title application as registered owners, they are owners in common. Washington does not use words "and" or "or".

29) **Legal Owner:** Enter the full name and address of the legal owner.

Enter the last name first whenever you list an individual rather than a

financial institution.

Enter the company name when the legal owner is a company.

Always enter the zip code unless it's for a foreign country that does not have one.

**New PIC\UBI Information:** “All original and transfer title applications need the registered owner’s(s’) client number (PIC for individuals and UBI for businesses or organizations) and the legal owner’s(s’) client number.” If the customer represents an exempt business or a non-profit agency, you may enter a code “E”. The code “E” can only be used for business organizations that are not required to obtain a UBI.

If you are unable to collect a PIC or UBI number, you may enter one of the two reason codes as follows:

- (1) Info Not Available
- (2) Refuse To Provide

NOTE: The dealer temporary permit may not be cleared without either a client number (PIC, E or UBI) or a reason code.

**RCW 46.12.030**

- 30) **Declared GWT:** Enter the declared gross weight (for GWT purchased for year). When using a dealer temporary permit, be sure to enter enough gross weight to cover the load the vehicle may carry during the permit period. Gross weight cannot be increased until the dealer temporary permit is cleared and application for title is processed.
- 31) **Mo/GWT:** Enter the number of months of gross weight desired. Gross weight is for 12 months unless gross weight is over 12,000. (Remember, you must enter a minimum of two months when vehicle is on a department temporary and gross weight is 14,000 or more.)
- 32) **GWT Expiration:** Enter month and year gross weight is to expire. (Gross weight expiration date corresponds to the day of the registration expiration.
- 33) **Sales Tax Exemptions:** Complete for any of the applicable sales tax exemptions:

Transferred to spouse.

Sale to Native American on reservation — notarized statement of delivery must be attached.

Sale to qualifying out-of-state resident.

34) **N/A**

35) **N/A.**

36) **N/A**

37) **Signatures:** Must be signed by purchaser(s) of vehicle or by properly executed power of attorney. Must be properly notarized or certified by employees authorized by the dealership, provided that the vehicle/vessel is being sold by that dealership. The employee's signature must be followed by their printed name, their title and dealer number.

38) **Fee Boxes:** Calculate fees and taxes.

Fees are as follows:

**Filing Fee:** The filing fee is \$4 unless the "with license" box is marked.

When the "with license" box is marked, the filing fee is \$7.

**License Service Fee:** The license service fee is \$.50 and is due on the following use classes:

CAB	CMB	CYC	FIX	F/H	H/C	H/D	LOG	MH	MHC
MOB	PAS	RES	RSM	STA	TLR	TOW	TVL		

**Excise Tax:** Enter:

- 1) The amount of excise tax
- 2) "VANPOOL" when the vehicle is used regularly as a vanpool vehicle, or
- 3) "Exempt" if:
  - a) An Affidavit For Non-resident Military Exemption Of Excise Tax (Form L) is attached
  - b) Owner is an enrolled tribal member of a Washington recognized tribe living on the reservation and has a completed "Affidavit For Excise Tax Exemption and/or Sales Tax Exemption form.

**RCW 82.44.110**

**Important:** Excise tax can be calculated via the Internet. The system will let you know if the buyer's Zip Code is within the Regional Transit Authority (RTA) boundary. The system can be accessed at: **HTTP:\\WWW.WA.GOV.DOL**

**Clean Air:** Enter \$200 for all except those with excise exemptions. See below for the affected use classes.

CAB	CMP	COM	CYC	FAR	FIX	F/H	H/C	
H/D	M/H	PAS	PER	RES	STA	TLR	TOW	TRK
TVL	LOG	FCB						

**Local Option:** Enter \$15 for those counties requiring the local option tax. See below for the participating counties and the use classes for which the fee is due.

King, Snohomish, Douglas and Pierce County

**Use Classes:**

CAB, CYC, FIX, F/H (6 or less seats),  
HC (no GWT), MH, MOB, PAS, RES (no GWT),  
TVL, STA (six or less seats), TLR, TOW, MHC.

**Basic License Fee:** Enter the license fee charged when the vehicle is registered (licensed). See Attachment A for license fee chart.

**NOTE:** The amount of license fee depends on the use class.

**Aquatic Weed:** Enter \$3 surcharge for all boat trailers with expiration dates beginning August 1, 1992.

**Application Fee:** Enter \$1.25 on all title transactions.

**Plate or Tab Fee:** Enter amount to be charged for plate(s), replacement plate(s), or replacement tab(s). See Attachment B for fee chart.

**INSP/VN ASSGN:** Enter \$15 when WSP inspects a foreign vehicle. Washington dealers may not use inspections performed out-of-state..

Enter \$20 when WSP inspects vehicle that is already registered/  
titled in Washington. Enter \$5 if WSP assigns or reassigns a VIN.

The \$5 VIN assignment (or re-assignment) fee is in addition to any other fee charged, e.g., out of state: \$15 + \$5= \$20; any other inspection \$20 + \$5= \$25.

**Sales/Use Tax:** As a dealer, enter DLR in this field.

**Penalty Fee:** Penalty fees are not changed when proper application is made on a dealer sale.

**Arbitration Fee:** Enter \$3 arbitration fee on all new motor vehicles (except courtesy delivery and fleets of ten or more vehicle sold at the same time by the same dealer).

**Other Fee:** Enter:

\$5 personalized license plate transfer fee, plus the \$30 renewal fee (or abated amount), See personalized plate abatement chart in Attachment B if charging less than 12 months.

\$5 plate transfer for DAV, SD, POW (FPO), PHS, Medal of Honor, HAM, MARS, Purple Heart, Collegiate or Stadium.

DAV	Disabled American Veteran
SD	Square Dancer
POW	(actually FPO on plate— Former Prisoner of War
PHS	Pearl Harbor Survivor
HAM	Ham Radio Operator/Amateur Radio Operator
MARS	Military Affiliated Radio System
Collegiate	includes to date:
	WWU Western Washington University
	WSU Washington State University (may have WSU at front or behind number)
	GRN The Evergreen State College
	EWU Eastern Washington University
	CWU Central Washington University
	UW University of Washington

**LPG:** Enter fee for Special Fuel (Propane, Butane, etc.). See Attachment D for fees.

**Gross Weight Fee:** Enter appropriate gross weight fee. See Attachment E for fees.

**GWT Credit:** Enter any allowable gross weight credit. (Proof must be attached along with a notarized/certified release of interest from

the previous owner when applicable.).

**RTA Taxes:** A customers who lives in a RTA area must pay an additional .3% excise tax on top of the excise due based upon the MSRP of the vehicle being purchased regardless of the location of the dealership. All customers must pay an additional .4% sales tax based upon the purchase price of the vehicle (less any trade-in value) when the dealership is located in an RTA area.

**Subagent's Fee:** Enter the subagent's fee when application is filed through a subagent. Fees are as follows:

\$3.00 for renewals.

\$7.,50 for any type of title transaction with or without registration.

**Trauma Fee:** \$6.50 Total fee must be charged to customer. Dealer retains \$2.50 for all applications with the exception of applications for snowmobiles and off road vehicles.

**Total Fee and Tax:** Total the amounts shown in all the fee boxes. Collect that amount and remit it to an agent or subagent with accompanying paperwork within the required number of days.

## **DEALER TEMPORARY PERMITS**

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<b>What Is It?</b>	A dealer temporary permit is a combination application for title and a temporary registration. The format is the same as the title application and is completed using the same instructions. The last copy of the permit is a "hard copy" which is the permit that the buyer must display in the vehicle being purchased. The permit authorizes your customer to operate the vehicle up to 45 day pending receipt of the current plates and/or tabs and registration.
<b>When can it be used?</b>	A dealer temporary permit may only be issued for vehicles which do not have a current Washington registration. This includes out-of-state vehicle, Washington vehicles whose tabs have expired, vehicles whose plates have been retained by the previous owner, vehicles which must have gross weight and the gross weight license has expired or has been retained by the previous owner, etc.

**Where can I get them?**

Dealer temporary permits are available from any county licensing office, subagent, or state vehicle licensing office. They cost \$5.00 each at the time of purchase. Whenever a properly completed permit and application fees are submitted to a license agent's office to transfer title to your customer, the agent will give you credit for the \$5.00. So ultimately, there is no fee for using the permit. Fees paid for unused permits may be refunded if a dealer goes out of business.

**How do I complete the permit?**

Use the title application instructions. The permit must be completely filled out (except for the fees) before giving the "hard copy" to your customer. Make sure that if the customer chooses monthly gross weight (14,000 pounds or more) that you purchase at least two month's worth at the correct weight needed for the vehicle. The gross weight cannot be increased until after the temporary permit is cleared. On the back of the "hard copy" of the permit you need to use a very heavy black marking pen to write in the expiration date, using block letters. The expiration date is 45 calendar days from the date of delivery of the vehicle on the permit.

**Where is it displayed?**

The permit is placed in the lower left corner of the vehicle's rear window. It must be visible from the outside. If the vehicle is a trailer or a motorcycle, the permit may be carried in the towing vehicle, on the person of the rider, or covered in plastic and displayed in the license plate holder of the vehicle.

**What are the restrictions?**

- \* Permit is valid for 45 days
- \* Permit must not be altered
- \* Permit cannot be issued for a dealer or dealer employee operated vehicle
- \* Permit cannot be issued for demonstration purposes
- \* Permit cannot be used or replaced if mutilated
- \* Permit cannot be issued for a courtesy delivery
- \* Permit cannot be used for daily rental vehicles while waiting for MSO
- \* Permit cannot be used for vehicles obtained by a dealer acting as a buyer's agent

**What are the illegal uses?**

- \* Completing and assigning the permit for a vehicle and then not using the permit for the application for title.
- \* Using the permit on a vehicle that hasn't been sold by the dealership as part of their inventory.
- \* Misrepresenting information on the permit (such as the date of sale or delivery).

- \* Providing a customer with a permit that has not been completely filled out (except for fees) and signed by both the purchaser and dealer.
- \* Substituting an application for title for the permit application for any reason.
- \* Failing to collect license fees and/or taxes from the customer in money or trade-in value.
- \* Using a permit in lieu of a trip permit.
- \* Allowing a purchaser to use a permit pending receipt of out-of-state plates and registration.

## PROOF OF OWNERSHIP

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**Acceptable Proof of Ownership:** Proof of ownership is documentation that names the owner or owners of a vehicle. A clear chain of ownership documentation must be shown to obtain a Washington State title.

**Bill of Sale:** Bills of sale (BOS) may be used for several purposes depending on the circumstances. A bill of sale should include:

Date of sale,  
Names of seller(s) and buyer(s)  
Complete description of the vehicle (i.e., Make, Model, Year, VIN and license number), and  
The agreed upon selling price.

When a notarized BOS is not required:

A bill of sale accompanies a properly released title.

A BOS is not a required supporting document. However, the date of sale on a bill of sale may be used in lieu of the date on the title.

If the vehicle is from a jurisdiction that does not title (only registers) that particular type of vehicle, a bill of sale is required, but does not need to be notarized.

Insurance company bill of sale or settlement document.  
(Dealer must repair, obtain a Washington State Patrol inspection and obtain a title in the dealership name before any retail sale.)

Wrecker bill of sale. (Dealer must repair, obtain a Washington State Patrol inspection and obtain a title in the



dealership name before any retail sale.)

When a notarized BOS is required (seller's signature):

When a bill of sale is to be used as a release of interest.

Insurance destroyed vehicle is kept by registered owner and subsequently sold. Seller can use a notarized bill of sale as a release of interest if the title was turned into Olympia. .  
(Dealer must repair, obtain a Washington State Patrol inspection and obtain a title in the dealership name before any retail sale.)

**Canadian vehicles:** The new vehicle information statement from Canada is not an acceptable document without the factory invoice and proper releases.

Used vehicles from Canada must have the previously issued Registration Certificate. If new owners are shown on the Washington title application, releases of interest are required from the owners on the Canadian registration.

The only Canadian Registry that titles vehicles is Nova Scotia.

Liens are not recorded on registrations (or titles if Nova Scotia). Do not require verification or releases of interest from Canadian lienholders (unless they are shown on registration document and their intent is to release).

**NOTE:** If the previous ownership documents, the verification or the releases cannot be obtained, follow ownership in doubt procedures.

**Foreign Vehicles:** Many foreign vehicles manufactured for use in foreign countries do not meet the U.S. Department of Transportation and U.S. Environmental Protection Agency requirements, and cannot be operated legally in the United States without substantial modifications. This is especially true of vehicles manufactured after 1967.

**New Vehicles:** Acceptable ownership documents are (depending on the circumstances):

Manufacturer's Statement of Origin (MSO), or Certificate of Fact stating why MSO is not available, and Photocopy of Factory Invoice

(not appropriate if a flooring company is holding the MSO). Only acceptable if the MSO is not available and would cause undue delay in the titling of the vehicle. (A release of interest is required from any flooring agent shown on the factory invoice.)

**NOTE:** Require a WSP inspection if the MSO is on a vehicle from a foreign country, whether or not sold by a Washington dealer. (If the vehicle was not imported through a U.S. distributor.)

**Used Vehicles:** Acceptable ownership documents (depending upon the circumstances are:

Abandoned Vehicle Report (AVR)  
Canadian Registration (except for Nova Scotia, Canadian Provinces do not issue titles)  
Chattel/Landlord Lien (Form TD 420-072)  
Government Bill of Sale

Insurance Bill of Sale (insurance destroyed vehicle) Dealer must title in dealership name after repaired and obtain inspection from WSP.  
Notarized/Certified Affidavit of Loss of Title/Affidavit In Lieu of Title (Washington titles only)

Registrations from Non-Title States  
Registrations from Foreign Countries  
Salvage Certificate  
Seized Vehicle Bill of Sale (Federal, State, City or County)  
Sheriff Bill of Sale

Valid Title from any Other State  
Washington Title  
Wrecker Bill of Sale Dealer must title in dealership name after repaired and obtain inspection from WSP.

## **SIGNATURES**

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**Registered/  
Legal Owner**

### **SIGNATURE REQUIREMENTS**

**Signing On:** ALL REGISTERED OWNER(S), LESSEE(S) OR LESSOR IF THERE IS A LIENHOLDER signatures are required to be notarized/certified whenever processing the following transactions:

“Original”

“Transfer”.

Adding a lienholder where there previously was none.

**RCW 46.12.170**

Adding Joint Tenants With Rights of Survivorship -  
JTWROS.

**WAC 308-56A-060**

**NOTE:** Lienholders signatures are not required on an  
application.

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**IMPORTANT:** Please encourage your customer to sign his/  
her name the way it appears on his/her driver's  
license or picture I.D. Always write the  
customers driver's license number (PIC) on the  
application for title or dealer temporary permit.

Businesses should be encouraged to use their  
Unified Business Identifier (UBI) account name  
when filling out registered and/or legal owner  
name during a title transaction.

Businesses that are exempt or non-profit  
organizations may be exempt from UBI  
requirements. For these businesses, you may  
use an “E” instead of “P” or “B”

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**Signing Off:** When releasing interest in a vehicle, signatures are  
required from all registered, lessors and legal owners.

**Registered Owners:**

Signatures releasing interest on titles do not need to be  
notarized/certified.

**NOTE:** This also applies to foreign states titles, even if that  
jurisdiction requires a notarized/certified signature on  
the foreign title.

Signatures releasing interest on any other DOL approved form must be notarized/certified. This includes a bill of sale for this purpose.

**WAC 308-56A-205**

**WAC 308-56A-255**

**WAC 308-56A-265**

**Legal Owners:**

Signatures releasing interest on titles do not need to be notarized/certified. This also applies to out-of-state titles, even if another state requires a notarized/certified signature. **Signatures of lienholders releasing interest on any other DOL form, specific lien release form from other states DMV's, financial institution's lien release form or their letterhead do not need to be notarized/certified if accompanied by the Certificate or Title; Or if a Washington title is lost, either an Affidavit of Loss of Title or Affidavit in Lieu of Title, which is signed by the lienholder and notarized\certified."**

**NOTE:** This also applies to foreign titles, even if that state requires a notarized/certified signature on the foreign title.

**WAC 308-56A-265**

**What must the signature contain?** The following will help you to determine if the signature on the document is complete and acceptable:

**Client:**

Signature must match the name as it appears on the application or record, or

If initials are used, they must coincide with the name on the application or title/record.

**EXAMPLE:** Name on Title: John D. Smith  
Signed Off as J.D. Smith OR

Name on Title: J.D. Smith  
Signed On as John D. Smith

**WAC 308-56A-270**

Common nicknames are acceptable (i.e., Bob for Robert, Liz for Elizabeth).

**Client Organization:**

The name of the organization or commonly accepted abbreviation, and the name of the person followed by their title of office (the relationship to the client organization).  
Common abbreviations are listed in Attachment F.

**WAC 308-56A-270**

**NOTE:** The above rules apply to both registered and legal owner signatures.

**Signing on behalf of another:** When an individual has been “appointed” to sign on behalf of another (whether registered owner or legal owner), accept one of the following as a supporting document:

**Power of Attorney:**

Signature = name of owner “by” Attorney in Fact’s name, “POA” (POA form must be notarized/certified).

**Example:** John Q. Public by Jane Brown, POA

If the power of attorney is given to the dealership in general, the proper release would have to include the dealership and the title of the person signing on behalf of the dealership:

**Example:** John Q. Public by Jane Brown  
TC, Al’s Autos, POA

**NOTE:** The only exceptions are vehicles sold by an Oregon dealer, using an Oregon POA on an Oregon title which may be witnessed in lieu of being notarized/certified.

**Court Appointed Representative:**

Signature = name of owner “by”  
Representative’s name, “Personal Representative”

**Court Appointed Guardian:**

Signature - name of owner “by”  
Guardian’s name, “Guardian”

**Court Appointed Executor/Executrix (or Administrator/Administratrix):**

Signature = Name of owner "by"  
Executor/Executrix name, "Executor" or "Executrix"

The above signatures **MUST** be notarized/certified on all documents (except when releasing interest on title).

**WAC 308-56A-255**

**Mediums used when signing:** The following is a list of mediums used for signatures and when (or if) they're acceptable).

MEDIUM	SIGN ON	SIGN OFF	SEE COMMENT
Ink/Pencil	Y	Y	
Stamped/Typed (WAC 308-56A-275)	N	Y	(1)
By mark (i.e.) ("X")	Y	Y	(2)
Fax/photocopy (WAC 308-56A-275)	N	N	(3)
Printed	Y	Y	
Written	Y	Y	
Seal	N	N	

**Comments:**

1. Can be used by a client organization **ONLY** when signing off on the title. The American Disabilities Act (ADA) gives us some leeway when a stamped signature is used by a person with a disability. Call a licensing office for authorization to provide reasonable accommodation for a disabled person.
2. Attach a Certificate of Fact from witness stating individual is unable to sign.

3. DOL must receive the original document and signature for microfilming purposes.

### **Who can notarize/certify signatures?**

Signatures of registered owners on title applications as well as all signatures releasing interest on all DOL approved documents, except titles, are required to be notarized/certified. In addition, many other DOL approved documents require a notarized/certified signature. The following is a list of individuals authorized to notarize/certify signatures:

Notary Public,

County Auditor and appointed licensing employees, (must follow signature with office and operator numbers).

Subagents and their appointed licensing employees, (must follow signature with office and operator numbers).

Agents authorized by DOL,

Authorized DOL employees,

Liaison Officers,

Employees authorized by a licensed dealer, provided that the vehicle/vessel is being sold by that dealership. The employee's signature must be followed by their printed name, title and dealer number.

**WAC 308-56A-280**

**WAC 308-56A-285**

**Acceptable I.D. for Verification:** Please verify the identity of the person signing. Accept a driver's license or other picture I.D. (i.e., identification cards issued by: business, school, government, military, etc.). If these are not available, you may accept any TWO of these: Nationally or regionally known signed credit cards, voter's registration card, passport and/or social security card.

Encourage your customer to use their name on the application for title as it appears on their driver's license or picture I.D.

**WAC 308-96A-035**

**Errors made on Titles:** Sometimes errors are made on titles for various reasons. Here are some of the most common errors, and how to correct them:

**Altered Signatures:** The person who made the error must submit a notarized/certified certificate of fact with an explanation.

**WAC 308-56A-215**

**New registered owner information filled out, sale fell through:** Require a notarized/certified certificate of fact from owner of record indicating that the sale fell through.

**WAC 308-56A-215(3)**

**Legal Owner signs off title, signs back on the legal owner line in error:**

The person making the error must submit a notarized/certified certificate of fact with an explanation and a new release of interest.

**WAC 308-56A-215(1)**

**Name appears in new legal owner section on title:**

Unless this is a legal owner who signed off and back on again in error, a notarized/certified release of interest from the person named must be submitted if their intent is not to be recorded as the new legal owner.

**Errors made on titles and title applications:**

Any application for title containing an error must be accompanied by a Certificate of Fact with an explanation from the person making the error. The only exception is if a lienholder is listed in error, where there should not be one. Attach a notarized/certified release of interest from that "Lienholder."

**WAC 308-56A-215**



If a lienholder is placed on an application and is changed before the title is processed, the person making the change must attach a notarized/certified Certificate of Fact explaining the change.

**WAC 308-56A-215**

**IMPORTANT:** DO NOT erase on title. This will void the document! Instead of making the owner of record apply for a new title before selling the vehicle, require a notarized/certified Certificate of Fact explaining the error from the owner of record.

**Doing Business  
as (DBA)**

Signature requirements for DBA are:

To sign-on:

J.Q. Public, d/b/a Public Works, President. Name, company name and title of person signing is minimum requirement.

Verify signature and identification (ID)

Signatures must be notarized and certified.

**WAC 308-56A-250**

To sign-off:

J.Q. Public, d/b/a Public Works, President. Company name, name and title of person signing off is preferred. The name alone is acceptable.

A release is not required from the registered owners when:

A notarized affidavit of repossession from legal owner of record is attached. The legal owner still must release interest.

The title is signed off by trustee. Requires court document.

**WAC 308-56A-265**

**Corporation or  
Company Name**

To sign-on:

The company name, representative's name and title are needed.

To sign-off:

The company name, representative's name and title are preferred, but name alone is acceptable.

**WAC 308-56A-265**

**Lessee/Lessor**

To sign-on:

**EXAMPLE:** Public, J Q LSE

Signature of Lessee required.

To sign-off:

No release required from lessee.

**Lessee/Lessor With  
Legal Owner**

J.Q. Public as lessor with a separate legal owner.

To sign-on:

Lessor's signature required only when there is a lienholder.

To sign-off:

Lessor must sign off as registered owner.

**SALES TAX**

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**Sales Tax**

Sales tax is due on the purchase of any vehicle through a Washington dealer, including mobile homes. Dealer must collect sales tax, and:

Remit taxes directly to the Department of Revenue , and

Complete the report of sale space, and sign the application.

**Sales to Non-Residents**

Sales tax is not required to be collected if the vehicle is sold to an out-of-state resident and is being titled and registered out-of-state. Records including verification of non-residency must be retained by the dealer.

**Mobile Home**

A selling dealer or agent will collect and must remit sales tax to the Department of Revenue for title transfers of mobile homes.

**Sales Tax  
Washington  
Dealer Sales**

The Dealer's Report of Sale must be completed when a Washington Dealer sells a vehicle or a mobile home. The report of sale shows the dealer collected sales tax. The dealer must submit the taxes directly to DOR.

**Native American**

Native Americans may be sales tax exempt. Attach the following documentation:

A notarized affidavit by the dealer that delivery was made on the reservation, and

A properly completed and signed Washington State Retail/Use Tax Exemption Certificate for Enrolled Tribal Member (REV-87-0022) form for sales tax exemption. Refer Native Americans requesting refunds of sales tax to the Department of Revenue.

**Driver Safety  
Education  
Vehicles - Use  
Tax Exemption**

Vehicles used for Driver Safety Education must have the TSE - 17 form to exempt the sales/use tax. The form is available to all Washington school districts from Department of Revenue.

**Military Owned -  
Washington Not  
Home of Record**

A nonresident military person is a bona fide resident of another state at the time they were called to active duty.

NRM personnel stationed in Washington who purchase vehicles from Washington dealers and register them in their home of record are not exempt sales tax.

**Trade-in  
Reduction of  
Sales Tax**

Vehicle owners may receive a deduction of the value of a trade-in for a "like-kind" purchase when determining the purchase price for the purpose of assessing sales tax.

"Like-kind" trade-ins for titling and licensing functions are defined by DOL as:

**Category A — Motor Vehicles.** Cars, trucks, trucks with canopies, motorcycles, motorhomes, mopeds, ORV's and wheelchair conveyances.

**Category B — Trailers.** Boat trailers, utility trailers, animal trailers, commercial trailers, and all other trailers except travel trailers and tent/camp trailers.

**Category C — Recreational Land Vehicles.** Travel trailers, campers, tent/camp trailers and motorhomes.

**Category D — Boats.**

**Category E — Snowmobiles.**

**Category F — Personal Property Mobile Homes, Travel Trailers, Motorhomes, Tent/Camp Trailers and Campers.**  
**RCW 82.08.010(1)**

**IMPORTANT:** Both items must be the same category for the trade-in allowance to apply. Some vehicle may be in more than one category, such as motorhomes.

**EXAMPLE 1:** A car for a truck, or a motorhome for a travel trailer. Cannot be a car for a boat or a utility trailer for a snowmobile.

**EXAMPLE 2:** Because a motorhome is in both category A and C, a pickup truck (category A) with camper (category C) will receive full credit when traded on a motorhome and vice versa.

**Rideshare  
Vehicle**

A Rideshare Vehicle may be sales tax exempt. The vehicle must:

Be a passenger vehicle or van, and must be in one of the three categories listed below:

Commuter trip reduction ridesharing for 5 or 6 persons. Requires a Rideshare Plate Application (TD 420-748), name and signature of employer/public transportation official and for TD 420-748 listing the names, addresses and signatures of the riders.

Commuter ridesharing for 7 to 15 persons. Requires Rideshare Plate Application (TD 420-748) and form TD 420-754 listing the names, addresses and signatures of the riders.

Ridesharing for persons with special transportation needs. Requires a Rideshare Plate Application (TD 420-748) and a copy of the operating certificate issued by the Utilities and Transportation Commission.

**RideshareExcise  
Tax Exemption**

To receive an excise tax exemption vans must have a seating capacity of 15 or less, or must be used regularly as a ride-sharing vehicle by:

7 or more persons including driver, or  
5 or more persons including driver, if at least 3 are confined to wheelchairs when riding.

**Rideshare: Sales  
Tax Exemption**

To receive a sales tax exemption, the vehicle must be a van that:

Has seating capacity of 5 to 7, and  
Is used regularly as a ride-sharing vehicle, and  
Must qualify for excise tax exemption as listed above for 36 consecutive months beginning within 39 days of the application to be exempt from sales tax.

**Rideshare Vehicles  
w/o Rideshare Plates-  
Keeping the  
Exemptions**

Vehicles without rideshare plates won't receive Rideshare tax exemptions. Application for rideshare plates must be made prior to title application.

**Rideshare Plates-  
Transfer To New  
Vehicle**

Existing rideshare plates can be transferred to a new vehicle if a new application is submitted for approval.

**Note:** Contact your license agent for further instruction as needed.

**ODOMETER DISCLOSURE STATEMENTS**

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**Odometer  
Disclosure  
Statements**

Require odometer disclosure statements with all originals and transfers of title for vehicles under 10 years old (unless exempt). Determination of age is based upon the model year of the vehicle.

Below are definitions for secure and non-secure titles:

**Secure Titles:** All titles issued 1/1/90 and later and contain the Federal Odometer language.

**Nonsecure Titles:** All titles issued before 1/1/90 regardless if it contains Federal Odometer language.

The following are situations that **do not** require an odometer disclosure statement:

Vehicles with a Gross Weight of over 16,000 pounds, and are purchasing at least one month of gross weight license,

Vehicles that are 10 years old and older, at the time of sale,

**EXAMPLE:** 1998 = current year  
              -1989 = model year  
              9 years (statement required)

Non-powered vehicles,

Transfer of a new vehicle before its first retail sale (dealer reassignment on MSO),

**NOTE:** Dealers titling a new vehicle in their dealership name must submit an odometer disclosure statement.

Off road vehicles and snowmobiles,

Vehicles with an ORV or SNX use class.

### **Odometer Disclosure - Secure Titles**

The following information is true for odometer statements on all secure titles:

An odometer disclosure can only be made on the secure title OR on secure odometer disclosure document approved by the issuing state.

**EXAMPLE:** Odometer Disclosure/Title Extension Form.

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**IMPORTANT:** Please refer to your Odometer Disclosure Handbook for more information.

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The secure title must have a complete chain of odometer disclosure statements.

**Odometer  
Disclosure -  
Unsecured Titles**

The following is true for odometer statements on all unsecured titles:

The odometer disclosure can be made on the title or on a secure odometer disclosure statement.

Only the last odometer disclosure is required (can accept more than one, if presented; there are no limits on the number of odometer disclosure statements that can be attached to the unsecured title).

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**IMPORTANT:** Do not confuse how many odometer disclosure statements are required with the number of dealer to dealer reassignments which may be required. A clear chain of ownership is always required.

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**Odometer  
Disclosure - All**

The following applies to all vehicles affected by odometer disclosure requirements:

The Odometer Disclosure/Title Extension form (TD 420-006) may be used.

Always use the mileage code from the current odometer disclosure statement. Do not use a mileage code from any other supporting document, title or DOL record, including a WSP inspection form.

Out-of-state and foreign titled vehicles follow the same procedures as outlined above.

**Odometer  
Disclosure -  
Interim Owners**

Interim owners who are not required to title, (such as dealers, salvage pools, auction, etc.) must keep a copy of the odometer statement.

The odometer statement must be completed and signed by the person from whom they acquired the vehicle, and signed by the seller.

Both disclosures must be kept for five years.

Only the last seller's odometer statement is required to be

presented for titling when the title is unsecured (applies to titles issued prior to January 1, 1990).

If a secure title is involved:

All sellers' odometer disclosures must be made on the back of the title or on any state's issued/approved secure odometer statement (carbon copies of the state issued approved form is acceptable if designated as the customer's copy).

**NOTE:** Registered tow truck companies and auctions are not required to disclose (unless they are selling the vehicle under a dealer license).

**IMPORTANT:** Never accept an incomplete odometer disclosure statement.

**Odometer  
Disclosure -  
Leased Vehicle**

At the end of a lease or when the vehicle is sold, the lessor is required to notify the lessee in writing requiring the lessee to provide a written disclosure to the lessor. The lessee completes the odometer disclosure statement and mails it to the lessor who keeps it for five years. The lessee will then make the odometer disclosure as the seller unless the lessor has possession of the vehicle for resale purposes.

For new vehicles, the dealer discloses mileage as seller, and the lessee acknowledges as buyer.

**Odometer  
Disclosure  
Error.**

If the odometer reading printed on the secure title is in error, contact a licensing agency to determine who made the error. The Department will determine if the error can be corrected. If so, a new title application will have to be sent into the Department to correct the error with the applicable documentation..

**RCW 14.12.124  
WAC 308-56A-610**

**Odometer  
Disclosure -  
Involuntary  
Divestiture**

If the interest of an owner in a vehicle passes to another, other than by voluntary transfer, the transferee (buyer) must complete and sign an odometer disclosure statement pursuant to RCW 46.12.124.

**WAC 308-56A-660**



**Disclosure -  
Power of Attorney  
(POA)**

Although DOL no longer prints the Odometer Power of Attorney (POA) - Odometer Disclosure Form (TD 420-003), some dealers may still have them in their possession and are allowed to use them. A Power of Attorney (POA) may be used to appoint someone other than the seller to disclosure the odometer reading. There are three types of acceptable POA's:

Power of Attorney/Release of Interest (TD 420-050): Can be used for odometer disclosure for either secure or non-secure titles.  
Odometer Power of Attorney (POA) - Odometer Disclosure Form (TD 420-003).

Follow the instructions. General Power of Attorney:

Can be used for odometer disclosure for either secure or non-secure titles. Obtain a notarized/certified copy to attach to the title transaction.

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**IMPORTANT:**

POAs cannot be used to:

Disclose the odometer for both the buyer and the seller, or

Disclose the odometer and release of interest unless the Secure Odometer Power of Attorney includes a release of interest for the registered owner.

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**Note:**

There are no longer supplies of the Odometer Power of Attorney (POA) - Odometer Disclosure Form at DOL or the dealers associations.

**IMPORTANT:**

Dealers may contact the Washington State Automobile Dealers' Association (WSADA) at (425) 251-9483 or Washington State Independent Automobile Dealers' Association (WSIADA) at (206) 431-8111 to purchase a supply of the Odometer Disclosure/Title Extension Statement (TD 420-006.) **WAC 308-56A-660**

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**SECTION 4**

**SAMPLE FORMS**

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<b>Form No.</b>	<b>Form Title</b>
TD-420-001	Application for Certificate of Title
TD-420-023	Tax Affidavit - Enrolled Tribal Member
TD-420-040	Affidavit of Loss
TD-420-042	Affidavit of Repossession
TD-420-050	Release of Interest/Power of Attorney
TD-420-054	Vehicle Ownership Bond
TD-420-062	Seller's Report of Sale





## ENROLLED TRIBAL MEMBER LIVING ON A RESERVATION

### AFFIDAVIT FOR VEHICLE / VESSEL EXCISE TAX EXEMPTION

#### VEHICLE / VESSEL IDENTIFICATION

LICENSE / REGISTRATION #	YEAR	MAKE	SERIES / BODY TYPE
VEHICLE OR HULL IDENTIFICATION NUMBER			

#### APPLICANT IDENTIFICATION

NAME		
ADDRESS	CITY	STATE ZIP CODE
INDIAN TRIBE	RESERVATION	ENROLLMENT OR BIA NUMBER

By signing this document, I declare, under penalty of perjury, that I am an enrolled tribal member and actually reside at my principal address, which is within the boundaries of this reservation. **The principle address on this affidavit and the address on the vehicle/vessel registration MUST BE THE SAME.**

SIGNATURE OF APPLICANT
<b>X</b>

#### TRIBAL CERTIFICATION

I certify the above applicant is an enrolled tribal member and that the address above is within the boundaries of this reservation.

NAME OF AUTHORIZED TRIBAL AUTHORITY	RESERVATION
POSITION OR TITLE	TELEPHONE NUMBER
SIGNATURE OF AUTHORIZED TRIBAL AUTHORITY	
<b>X</b>	

*The Department of Licensing has a policy of providing equal access to its services.  
If you need special accomodation, please call (360) 902-3600 or TTY (360) 644-8885.*



## ENROLLED TRIBAL MEMBER LIVING ON A RESERVATION

### AFFIDAVIT FOR VEHICLE / VESSEL EXCISE TAX EXEMPTION

#### VEHICLE / VESSEL IDENTIFICATION

LICENSE / REGISTRATION #	YEAR	MAKE	SERIES / BODY TYPE
VEHICLE OR HULL IDENTIFICATION NUMBER			

#### APPLICANT IDENTIFICATION

NAME		
ADDRESS	CITY	STATE ZIP CODE
INDIAN TRIBE	RESERVATION	ENROLLMENT OR BIA NUMBER

By signing this document, I declare, under penalty of perjury, that I am an enrolled tribal member and actually reside at my principal address, which is within the boundaries of this reservation. **The principle address on this affidavit and the address on the vehicle/vessel registration MUST BE THE SAME.**

SIGNATURE OF APPLICANT
<b>X</b>

#### TRIBAL CERTIFICATION

I certify the above applicant is an enrolled tribal member and that the address above is within the boundaries of this reservation.

NAME OF AUTHORIZED TRIBAL AUTHORITY	RESERVATION
POSITION OR TITLE	TELEPHONE NUMBER
SIGNATURE OF AUTHORIZED TRIBAL AUTHORITY	
<b>X</b>	

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## AFFIDAVIT OF LOSS RELEASE OF INTEREST

LICENSE / REGISTRATION NUMBER	YEAR	MAKE	SERIES AND BODY
VEHICLE IDENTIFICATION NUMBER (VIN) OR VESSEL HULL IDENTIFICATION NUMBER (HIN)			TITLE NUMBER

**Any person who knowingly makes a false statement of a material fact shall be guilty of a felony. Upon conviction they shall be punished by a fine of up to \$5,000 and/or imprisonment for up to ten years. (RCW 46.12.210)**

<b>L O S S</b>	By my signature I swear and say that the (CHECK THE APPLICABLE BOX)			
	<input type="checkbox"/> TITLE	<input type="checkbox"/> REGISTRATION	<input type="checkbox"/> TAB	<input type="checkbox"/> DECAL
	issued to me, is not now in my possession because it was (CHECK THE APPLICABLE BOX)			
	<input type="checkbox"/> LOST	<input type="checkbox"/> STOLEN	<input type="checkbox"/> DESTROYED	<input type="checkbox"/> MUTILATED
<b>X</b>	Signature _____ Printed Name (Position, if signing for business or organization) _____ DOL Customer Account Number ★ _____			

NOTARY SEAL OR STAMP	<b>NOTARIZATION / CERTIFICATION</b>	
	State of Washington	Signed or attested
	County of _____	before me on _____
	by _____	Signature _____
	Printed Name of Person Signing Document	Notary / Agent Signature
	Notary's Name (PRINTED or STAMPED) _____	
	Dealer No. OR	
Title _____	AND: County / Office No. OR _____	
Notary / Agent	Notary Expiration Date _____	

<b>R E L E A S E</b>	By my signature I release my interest as Legal Owner of the vehicle/vessel described above. (NOTE: This Release of Interest must be signed by <b>ALL</b> Legal Owner(s), with signatures notarized; use additional forms if necessary.)		
	<b>X</b>	Signature of person releasing interest _____	Printed Name (Position, if signing for business or organization) _____ DOL Customer Account Number ★ _____
	<b>X</b>	Signature of person releasing interest _____	Printed Name (Position, if signing for business or organization) _____ DOL Customer Account Number ★ _____
	<b>NOTE: A Vehicle Odometer Disclosure (Form TD-420-006) is required when transferring a vehicle that is nine (9) years old or newer, unless otherwise exempt. The new owner <u>MUST</u> apply for title within 15 days. Failure to do so will result in monetary penalty assessment.</b>		

<b>R E L E A S E</b>	<b>GROSS WEIGHT LICENSE</b>		
	(AGENT: You must verify gross weight license. Your signature certifies that the information was verified.)		
	I authorize this Gross Weight License to be transferred to the new owner and remain with the vehicle described above:		
	<b>X</b>	Signature _____	Printed Name (Position, if signing for business or organization) _____ DOL Customer Account Number ★ _____

NOTARY SEAL OR STAMP	<b>NOTARIZATION / CERTIFICATION</b>	
	State of Washington	Signed or attested
	County of _____	before me on _____
	by _____	Signature _____
	Printed Name of Person Signing Document	Notary / Agent Signature
	Notary's Name (PRINTED or STAMPED) _____	
	Dealer No. OR	
Title _____	AND: County / Office No. OR _____	
Notary / Agent	Notary Expiration Date _____	

★ The **DOL CUSTOMER ACCOUNT NUMBER** is found on the Washington Driver's License or Identification Card (12 digits)- or if the owner is a business or organization, is the UBI number found on the Master Business License or Business License and Registration Certificate (9 digits).

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AFFIDAVIT OF REPOSSESSION

AFFIDAVIT OF REPOSSESSION

LICENSE PLATE/REG. NO.	YEAR	MAKE	SERIES/BODY TYPE
VEHICLE (VIN) OR VESSEL (HIN) IDENTIFICATION NUMBER			

LICENSE PLATE/REG. NO.	YEAR	MAKE	SERIES/BODY TYPE
VEHICLE (VIN) OR VESSEL (HIN) IDENTIFICATION NUMBER			

I, being duly sworn, depose and say, that I am the \_\_\_\_\_

I, being duly sworn, depose and say, that I am the \_\_\_\_\_

of \_\_\_\_\_

of \_\_\_\_\_

NAME OF COMPANY OR CORPORATION

NAME OF COMPANY OR CORPORATION

located at \_\_\_\_\_

located at \_\_\_\_\_

COMPANY OR CORPORATE ADDRESS

COMPANY OR CORPORATE ADDRESS

and we are the legal owner(s) of this vehicle/vessel which is now in our possession by reason of a security agreement. I further certify that we have lawfully repossessed this vehicle/vessel on \_\_\_\_\_, DATE OF REPOSSESSION

and we are the legal owner(s) of this vehicle/vessel which is now in our possession by reason of a security agreement. I further certify that we have lawfully repossessed this vehicle/vessel on \_\_\_\_\_, DATE OF REPOSSESSION

from \_\_\_\_\_, NAME OF REGISTERED OWNER

from \_\_\_\_\_, NAME OF REGISTERED OWNER

at \_\_\_\_\_

ADDRESS OF REGISTERED OWNER

ADDRESS OF REGISTERED OWNER

and an application for transfer of Certificate of Ownership, which accompanies this affidavit, is based upon the repossession of this motor vehicle or vessel.

and an application for transfer of Certificate of Ownership, which accompanies this affidavit, is based upon the repossession of this motor vehicle or vessel.

*I further state that in consideration of the issuance of the transfer of certificate of ownership, we agree to indemnify the Director of Licensing, and all persons acting for the Director, from all liability which may be incurred by the issuance of such certificate. We agree, at our own expense, to defend any suit which may be brought against the Director, or any person acting for the Director, as a result of issuing such certificate.*

*I further state that in consideration of the issuance of the transfer of certificate of ownership, we agree to indemnify the Director of Licensing, and all persons acting for the Director, from all liability which may be incurred by the issuance of such certificate. We agree, at our own expense, to defend any suit which may be brought against the Director, or any person acting for the Director, as a result of issuing such certificate.*

X

X

PRINTED NAME OF LEGAL OWNER

SIGNATURE OF LEGAL OWNER

**NOTE:** This form can only be used on a security agreement perfected by a Washington issued title.

**NOTE:** This form can only be used on a security agreement perfected by a Washington issued title.

State of Washington County of _____	Signed or attested before me on _____
NOTARY SEAL OR STAMP	By _____ Printed Name of Person Signing Document
Signature _____ Notary / Agent	Signature _____ Notary / Agent
Name _____ Notary (PRINTED OR STAMPED)	Name _____ Notary (PRINTED OR STAMPED)
Title _____ Notary / Agent	Title _____ Notary / Agent
Dealer No. <b>OR</b> _____ County / Office No. <b>OR</b> _____	Dealer No. <b>OR</b> _____ County / Office No. <b>OR</b> _____
Notary Expiration Date _____	Notary Expiration Date _____
AND: _____	

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## RELEASE OF INTEREST / POWER OF ATTORNEY

VEHICLE PLATE/VESSEL REG. NO.		VEHICLE OR HULL IDENTIFICATION NUMBER (VIN OR HIN)	
YEAR	MAKE	SERIES/BODY TYPE	TITLE NUMBER

RELEASE OF INTEREST

### LIENHOLDER'S RELEASE OF INTEREST

**REQUIRES NOTARIZATION/CERTIFICATION, UNLESS A BUSINESS ENTITY**

*MUST BE ACCOMPANIED BY CERTIFICATE OF TITLE OR COMPLETED, NOTARIZED/CERTIFIED AFFIDAVIT OF LOSS OF TITLE, FORM TD-420-040.*  
I (We) release all interest in the above described vehicle/vessel.

TYPE OR PRINT LIENHOLDER NAME / BUSINESS / COMPANY \_\_\_\_\_ SIGNATURE OF PERSON RELEASING INTEREST \_\_\_\_\_ TITLE FOR BUSINESS / COMPANY \_\_\_\_\_

TYPE OR PRINT LIENHOLDER NAME / BUSINESS / COMPANY \_\_\_\_\_ SIGNATURE OF PERSON RELEASING INTEREST \_\_\_\_\_ TITLE FOR BUSINESS / COMPANY \_\_\_\_\_

### REGISTERED OWNER'S RELEASE OF INTEREST

**REQUIRES NOTARIZATION/CERTIFICATION**

I (We) release all interest in the above described vehicle/vessel.

TYPE OR PRINT NAME OF REGISTERED OWNER \_\_\_\_\_ SIGNATURE OF REGISTERED OWNER \_\_\_\_\_

TYPE OR PRINT NAME OF REGISTERED OWNER \_\_\_\_\_ SIGNATURE OF REGISTERED OWNER \_\_\_\_\_

NOTARY SEAL OR STAMP

### NOTARIZATION / CERTIFICATION

State of Washington \_\_\_\_\_ Signed or attested  
County of \_\_\_\_\_ before me on \_\_\_\_\_

by \_\_\_\_\_ Signature \_\_\_\_\_  
Printed Name of Person Signing Document Notary / Agent Signature

Notary's Name (PRINTED or STAMPED) \_\_\_\_\_

Title \_\_\_\_\_ Dealer No. **OR**  
Notary / Agent **AND:** County / Office No. **OR**  
Notary Expiration Date \_\_\_\_\_

POWER OF ATTORNEY

### POWER OF ATTORNEY

**REQUIRES NOTARIZATION/CERTIFICATION**

TO: THE DEPARTMENT OF LICENSING

Title & Registration Services

Olympia, Washington

And To Whom It May Concern:

I appoint \_\_\_\_\_ to act as my attorney-in-fact to sign all papers and documents that may be necessary in order to secure, or release, Washington title and/or registration for the vehicle/vessel described above. I agree to guarantee and save the State of Washington, and the Director of Licensing, from all responsibility for any legal action which might arise from the issuance of a Washington certificate of title and/or registration for this vehicle/vessel.

TYPE OR PRINT NAME OF PERSON GRANTING POWER OF ATTORNEY \_\_\_\_\_ SIGNATURE OF PERSON GRANTING POWER OF ATTORNEY \_\_\_\_\_ \* DOL CUSTOMER ACCOUNT NUMBER \_\_\_\_\_

TYPE OR PRINT NAME OF PERSON GRANTING POWER OF ATTORNEY \_\_\_\_\_ SIGNATURE OF PERSON GRANTING POWER OF ATTORNEY \_\_\_\_\_ \* DOL CUSTOMER ACCOUNT NUMBER \_\_\_\_\_

NOTARY SEAL OR STAMP

### NOTARIZATION / CERTIFICATION

State of Washington \_\_\_\_\_ Signed or attested  
County of \_\_\_\_\_ before me on \_\_\_\_\_

by \_\_\_\_\_ Signature \_\_\_\_\_  
Printed Name of Person Signing Document Notary / Agent Signature

Notary's Name (PRINTED or STAMPED) \_\_\_\_\_

Title \_\_\_\_\_ Dealer No. **OR**  
Notary / Agent **AND:** County / Office No. **OR**  
Notary Expiration Date \_\_\_\_\_

\* The **DOL CUSTOMER ACCOUNT NUMBER** is found on the Washington Driver's License or Identification Card (12 characters), or if the owner is a business, it will be the UBI number found on the business Registration and License Document (9 digits).

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## VEHICLE DEALER BOND

Bond Number \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:** That we \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_ Washington,

as Principal and \_\_\_\_\_ a corporation

organized and existing under the laws of the State of \_\_\_\_\_, and  
authorized to transact surety business in the State of Washington, as Surety, are held and firmly bound

unto the State of Washington in the penal sum of \_\_\_\_\_

THOUSAND DOLLARS (\$\_\_\_\_\_,000.00), lawful money of the United States of America, for the payment of which sum,  
well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally,  
firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
MONTH YEAR

**THE CONDITION OF THE ABOVE OBLIGATION IS SUCH** That, whereas, the above bounden principal has or is about  
to obtain a license to engage in or continue in the business of vehicle dealer, in accordance with the provisions of Chapter 46.70  
RCW and is required pursuant to the provisions of said

laws to furnish a bond in the penal sum of \_\_\_\_\_

THOUSAND DOLLARS (\$\_\_\_\_\_,000.00), conditioned as required by law:

Now, therefore, if the above bounden principal shall faithfully perform as such vehicle dealer all obligations enjoined (it/him/  
her) by Chapter 46.70.070 RCW, then the above obligations shall be null and void; otherwise to remain in full force and effect.  
Successive recoveries against this bond shall be permitted, but the aggregate liability of the Surety to all persons, regardless  
of the number of claimants or the length of time this bond remains in force, shall in no event exceed the amount of this bond.

**THIS OBLIGATION** is applicable to the license period commencing \_\_\_\_\_  
and shall continue in full force and effect until terminated by thirty (30) days written notice of cancellation delivered to the Director  
of Licensing of the State of Washington in writing by the surety.

NAME OF AGENCY \_\_\_\_\_

ADDRESS OF AGENCY \_\_\_\_\_

COUNTERSIGNED \_\_\_\_\_

Washington Resident Agent

SIGNATURE: OWNER/PARTNERS/CORPORATE OFFICER \_\_\_\_\_

By \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE: ATTORNEY IN FACT \_\_\_\_\_

By \_\_\_\_\_

DATE \_\_\_\_\_

PREPARE IN TRIPLICATE. Forward ORIGINAL to Department of Licensing. DUPLICATE — Bonding Company's Copy. TRIPLICATE — Dealer's Copy.  
Form approved by State Attorney General.

## **BONDING PROCEDURE**

Before the issuance of a bond:

1. The vehicle must be inspected by an authorized inspector to determine the correct Vehicle Identification Number (VIN) or Motorcycle Motor Number, year and make.
2. The bond shall be in an amount equal to 1 1/2 times the value of the vehicle as determined by the Department of Licensing.

When the bond is obtained:

1. Take it and all supporting papers, including the vehicle inspection form, to a license agent for processing.
2. When the application is approved by the Department, a title will be issued indicating "BONDED". All subsequent titles will be in a like manner.
3. At the end of three years, the owner may apply for a reissue of title eliminating the "BONDED" designation.



# VEHICLE / VESSEL REPORT OF SALE

DOL USE ONLY

REQUIRED WHENEVER OWNERSHIP CHANGES - INCLUDING DEALER TRADES

**SEE IMPORTANT  
INSTRUCTIONS ON  
REVERSE SIDE.**

**WARNING: THIS FORM DOES NOT TRANSFER TITLE  
AND IS NOT VALID UNLESS FULLY COMPLETED**

**PLEASE TYPE OR USING BLUE  
OR BLACK INK, PRINT CLEARLY**

LICENSE /REGISTRATION NO.		MODEL YEAR		MAKE		VEHICLE I.D. NUMBER (VIN) /VESSEL HULL I.D. NUMBER (HIN)	
<b>S E L L E R</b>	NAME OF SELLER/TRANSFEROR (CURRENT REGISTERED OWNER)				NAME OF PURCHASER/TRANSFeree		
	COMPLETE ADDRESS OF SELLER/TRANSFEROR				COMPLETE ADDRESS OF PURCHASER/TRANSFeree		
	CITY		STATE	ZIP CODE	CITY		STATE ZIP CODE
SELLER'S/TRANSFEROR'S SIGNATURE			TODAY'S DATE	DATE OF SALE	PURCHASE PRICE	PURCHASER/TRANSFeree'S DOL CAN	

TD-420-062 SELLERS REPORT OF SALE (R/4/00)OR Page 1 of 2

## **Seller (Current Registered Owner) – Please Read:**

- ▶ **WASHINGTON VEHICLE/VESSEL LICENSING OFFICES CHARGE A \$3 FEE FOR FILING A REPORT OF SALE**
- 1) **COMPLETELY FILL OUT REVERSE SIDE (Incomplete information may void your report of sale.)**
  - 2) Deliver to your local Vehicle/Vessel licensing office. **(IMPORTANT: A REPORT OF SALE DOES NOT TRANSFER OWNERSHIP)**
  - 3) The completed form **must be received** by a Washington Vehicle/Vessel licensing office, **within 5 days** of sale, (excluding Saturdays, Sundays, State and Federal holidays).

**RCW 46.12.101, 46.55 and RCW 88.02.070 require that the registered owner of a vehicle/vessel notify the Department of Licensing in writing, on the appropriate form, of the sale or transfer of the vehicle/vessel.**

A registered owner selling or transferring interest in a vehicle SHALL BE RELIEVED OF PERSONAL LIABILITY FOR ABANDONED/JUNK VEHICLE TOWING AND STORAGE CHARGES, and shall not be deemed to be the owner of the vehicle SO AS TO BE SUBJECT TO CIVIL OR CRIMINAL LIABILITY for the operation of the vehicle thereafter by another person WHEN: 1) He/she has made PROPER ENDORSEMENT AND DELIVERY of the certificates of Title and Registration to the purchaser/transferee 2) He/she has DELIVERED TO A WASHINGTON VEHICLE/VESSEL LICENSING OFFICE WITHIN FIVE DAYS from the date of delivery, (excluding Saturdays, Sundays, State and Federal holidays) a "Report of Sale," indicating THE DATE OF SALE, THE NAME AND ADDRESS OF THE NEW OWNER or transferee, and A DESCRIPTION of the vehicle; or PROPER DOCUMENTS for registration of the vehicle pursuant to the sale or transfer.

**Important: If a Report of Sale has not been submitted and the new owner has not applied for title and the vehicle is later abandoned, the registered owner will be presumed to have abandoned the vehicle. (RCW 46.63.140).**

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TD-420-062 SELLERS REPORT OF SALE (R/4/00)OR Page 2 of 2

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**SECTION FIVE**  
**WASHINGTON LAWS AND RULES**

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Here are the Internet links to the Washington State Dealer Laws and Rules.

To access them, just “click” on the desired Law (RCW) or Rule (WAC).

[RCW 46.70](#)

[WAC 308-66](#)

[RCW 46.96](#)

[WAC 308-67](#)

[RCW 46.12](#)

[WAC 308-56A](#)

[RCW 46.16](#)

[RCW 46.37](#)

[RCW 46.94](#)